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REPORT ON THE ADMINISTRATION

OF

THE STATIONERY DEPARTMENT

FOR THE OFFICIAL YEAR

1891-92.

Calcutta:
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FROM T. INGLIS, ESQ.,
Offg. Secretary to the Board of Revenue, L. P.,

TO THE SECRETARY TO THE GOVERNMENT OF BENGAL,
FINANCIAL DEPARTMENT.

Dated Calcutta, the 5th August 1892.

SIR,

STATIONERY.
W. KEMBLE, ESQ.

I AM directed by the Board of Revenue to submit, with the following remarks, the accompanying report, submitted by the Superintendent of Stationery, Calcutta, on the working of his office during the past official year 1891-92. It will be seen that the defects and omission noticed by Government in the Superintendent's report for 1890-91 have been remedied in his present report by the addition of tabular statements.

STATIONERY BRANCH.

2. The following statement compares the value of stores received into, and issued from, the Stationery Office during the past two years, as well as the value of stocks remaining at the close of those years:—

	1890-91. Rs.	1891-92. Rs.
Value of stores at beginning of the year ...	8,07,666	6,23,856
Ditto received and credited during the year	18,87,799	21,55,719
Total ...	26,95,465	27,79,575
Value of stores issued	20,71,609	22,67,130
Balance ...	6,23,856	5,12,445

There was again in the year under report an increase both in the receipts and issues. Under the former head, the increase amounts to Rs. 2,67,920, or 14 per cent., and under the latter to Rs. 1,95,521, or 9·4 per cent. It is satisfactory to observe that the balance at the close of the year is gradually diminishing. In the past year it was less than that of the previous year by Rs. 1,11,411.

3. In paragraph 3 of the Superintendent's report full details of the receipts and issues have been given, and it is needless to reproduce them here. The important fluctuations in the receipts of the year under report are a decrease of Rs. 65,427 in the value of English articles obtained from the India Office, and an increase of Rs. 3,59,510 in the value of country-made paper purchased locally, and these are, as in the previous year, the effects of substituting articles of local for those of European manufacture. Against item 5—value of English stores obtained locally—an increase of Rs. 14,686, or 127 per cent., is apparent, which is due principally to an unusual demand for nainsook cloth required for binding certain forms and registers prescribed by the High Court, and also to a special kind of printing paper purchased from Messrs. John Dickinson and Company for printing the Bengal Law Reports. The value of articles received from England is now less than a third of what it was five years ago. The Superintendent points out in paragraphs 4 and 17 the improvements which have taken place in the local manufacture of paper and the increase in the number of mills, which will certainly bring about a further reduction in importations.

4. In paragraph 4 of his report the Superintendent has shown that while under the head of imported stores the receipts have fallen by more than 3½ lakhs, the expenditure on local stores has risen by nearly 8½ lakhs during the last five years. There is therefore an apparent increase of about five lakhs in the expenditure during that period. He now explains that this increase is not so large as would at first sight appear. The figures quoted in paragraph 4 of his report represent the value of the stores, taking the rupee to be worth

two shillings. If the percentage to cover exchange and freight be taken at the same figure in 1887-88 as was adopted in the year under review, viz. 45, the result would be as follows:—

	Rs.
Cost of imported stores, including percentage and exchange and freight in 1887-88	7,29,508
Ditto ditto in 1891-92	2,09,853
Difference ...	5,19,655

In other words, had the stores purchased from England in 1887-88 been imported during the current year, they would have entailed a further expenditure on account of imported stores of over five lakhs. This reduces the increased expenditure to a little over three lakhs in five years, which may be accounted for—

(*a*) by the increased issues of water-marked paper used with court-fee stamps, which have risen from 31,656 reams to 39,458;

(*b*) the increased demand for paper for form printing by the Printing Presses in Bengal, Burma, and under the Government of India; and

(*c*) the larger number of indenting officers, which has risen from about 3,000 to 3,270, owing principally to the annexation of Upper Burma.

5. In the cost of stores issued a very material increase, viz. of Rs. 2,49,590, or 28 per cent., is noticeable in the issues to Provincial Governments, the increases under the other heads being of less extent. The largest increase, viz. Rs. 2,32,725, or 50 per cent., occurred in Bengal, but the other Provincial Governments, except the North-Western Provinces and Oudh and Upper Burma, also partially shared in the increase, as will be seen from the figures given below paragraph 6 of the Superintendent's report. The reasons given for the increase are—for Bengal and Burmah larger supplies issued to the presses noticed under the head of forms, and for the Panjab the large quantity of hand-made paper required by the Director of Land Records and Agriculture for village maps. In offices and departments under the Government of India the value of the issues was also more by Rs. 16,045, or 2·1 per cent. The items against which remarkable decreases have been shown are value of stores issued for census work, value of unserviceable stores written off and sold, and value of issues of water-marked paper used with court-fee stamps. As regards the latter, the falling off is not real, as the quantity issued increased by 940 reams, while the value declined by Rs. 45,401, or 26 per cent., in consequence of the reduced price at which the paper is obtained from the Titaghur Paper Mills. The smaller issues of stationery required for the census work, as well as the decrease under the head "unserviceable stores," do not call for special notice.

6. In accordance with the orders communicated with Government order No. 2739, dated 12th July 1887, full and detailed statements of the issues of stationery to different offices will be prepared separately and submitted by the Superintendent of Stationery in the usual course to each Local Government and to the Government of India, with a brief review explaining the fluctuations in the consumption of stationery noticed in the foregoing paragraphs.

7. The cost of the items noted in the margin being included in the total figures representing the value of the issues, the total cost of ordinary stationery supplied to Government offices is not apparent at a glance. To remove this defect, and with reference to the orders contained in paragraph 4 of the Resolution of Government on the report for 1890-91, a separate statement showing the value of stores issued to the general body of indenting officers and the average cost of stationery supplied to each has been annexed by the Superintendent of Stationery to paragraph 12 of his present report. From this statement the value of the supplies made to the Telegraph Department, Railway Mail Service, and State Railways have, however, been excluded, as the quantities required for the departments referred to are, it is said, obtained on a single

No. 5, value of water-marked paper.

No. 9, value of stores issued to Presidency Jail Press, Bengal Secretariat Press, India Press, and binders, &c., for manufacturing blank books, envelopes, &c.

No. 10, value of stores transferred to Bombay and Madras.

No. 11, value of unserviceable stores written off and sold.

No. 12, value of deficiencies in stock-taking.

No. 13, value of other miscellaneous adjustments.

No. 14, loss by revaluing the opening balances at the issue rates of the years.

officer's indent and distributed by them to their subordinates. In the year under review the average cost comes to Rs. 115, but as the figures for the preceding year have not been furnished, a comparison cannot be made. The chief item of expenditure, viz. supplies to presses, exhibits an increase of Rs. 2,02,277, or 15 per cent., which has been explained in paragraph 12 of the Superintendent's report. The number of new officers indenting on the Superintendent of Stationery in the past year was 108, while the officers who ceased to draw supplies from the Superintendent of Stationery were 46: this gives a net increase of 62 indenting officers.

8. Appendix C annexed to the Superintendent's report shows the values of the different kinds of articles issued by the Stationery Office in the past two years. The net result exhibits an increase of Rs. 1,95,521, or 9·4 per cent., due principally to the larger consumption of paper which has been explained by the Superintendent in paragraph 14 of his report. The other important fluctuations are—increases in long and nainsook cloth, paste mill and straw-boards and leather, and decreases in water-marked paper, carbonic, papyrographic, and other kinds of paper, and blank books. The introduction of certain new registers by the High Court neccesitated the larger issue of the binding materials referred to. The falling off shown against water-marked paper has already been sufficiently explained, but the reason given by the Superintendent for the diminution in issues of carbonic and other special kinds of paper used in copying presses, viz., the lower rate at which the imported articles have been valued, does not fully account for the decrease. The Superintendent is unable to explain the smaller demand for these special kinds of paper. There was a smaller demand for carbonic paper from the Telegraph Department. As regards blank books, in which there was a falling off of more than 30 per cent., the Superintendent has since explained that blank books are not supplied to the same extent as they used to be: only foolscap books are now issued; formerly larger sizes were also supplied. In 1890-91 a large quantity of English books were supplied to utilize the stock; they were more expensive than country-made books. It is gratifying to observe that there has been a considerable reduction in the rates of paper of Indian manufacture obtained during the past year owing to increased competition, and that the Superintendent hopes to get the paper on more favourable terms in the next year.

9. Complaints regarding the inferior qualities of goose quills, red ink powder, marble paper, carbonic paper and two sorts of water-colour paints were made in the year of report, and these have, as usual, been brought to the notice of the Director-General of Stores by the Superintendent of Stationery. As regards Indian articles, dissatisfaction was expressed in the case of sealing wax, ink, and some kinds of paper; but the explanation given by the Superintendent appears to be sufficient.

10. Paragraph 10 of the Superintendent's report compares, in detail, the receipts and charges of the Stationery Office during the past two years. The figures given in the margin show that the receipts as well as the charges increased in the year of report, the former by Rs. 19,358, or 24 per cent., and the latter by Rs. 14,114, or 19 per cent. The chief item of receipt is the five per cent. commission added to the prime cost of locally-purchased articles under instructions from the Comptroller-General to cover incidental charges. There having been a large increase under this head, the total receipts also increased in the past year. The heads of expenditure under which increases above Rs. 1,000 are noticeable are Rs. 1,176 in the cost of permanent establishment, Rs. 6,027 in godown rent, and Rs. 5,683 in packing cases. A summary of the financial results of the year under review is given in paragraph 11 of the Superintendent's report. Owing to the measures taken since the year 1887 a greater control over the expenditure incurred on account of stationery and also over the consumption of stationery is now exercised by the Stationery Office. The Board have had occasion to notice the satisfactory working of this Department during the year, considering the large amount of business that has to be transacted. The Superintendent has asked for an increase to his establishment; and having regard to the scanty accommodation provided and the

	Receipts. Rs.	Charges. Rs.
1890-91 ...	79,359	70,701
1891-92 ...	98,717	84,815
Increase ...	19,358	14,114

increasing duties thrown on this Department by the increase in the local purchases and the number of officers which now indent on it for their supplies, some assistance both in establishment and accommodation will be necessary. Looking, however, at the result of the enquiries held during recent years into the working of the office, the Board are not prepared to address Government for this purpose without further enquiry.

Form Branch.

11. The following figures exhibit the total receipts and issues of standard and special forms and the number of indents received and complied with in the past two years :—

	Forms.	
	Received.	Issued.
1890-91	66,871,622	68,403,460
1891-92	96,688,566	87,895,207
Increase in 1891-92 ...	29,816,944	19,491,747

Indent for forms.

	Balance of previous year.	Number received during the year.	Total.	Number complied with.	Number remaining uncomplied.
1890-91 ...	895	5,957	6,852	5,515	1,337
1891-92 ...	1,337	7,375	8,712	6,633	2,079
Increase in 1891-92	442	1,418	1,860	1,118	742

The large increase shown above in the receipt of forms has been attributed to some extent to the receipt of a large quantity of forms in the early part of the year under report, which should have been supplied by the Press before the close of the previous year.

The increase of nearly 19½ millions in the number of forms issued has been apportioned (as is shown in the margin) by the Superintendent in a note since submitted to the Board. The figures showing the increase on annual indents represent the net increase in all sections. There was an increase of more than 8 million forms in High Court indents alone, while in other sections there was a decrease, which reduced the net increase to the figure shown in the margin. The number of officers supplied with High Court forms was 897. During the year 107 new forms were introduced by the High Court, following an addition of 125 new forms in the preceding year. The increase in the number of forms supplied on supplementary indents is due to the revision of 131 forms during the year, which were distributed to officers separately from the supplies made on the annual indents. Thus 22 revised Board of Revenue forms were distributed to 177 different officers, 20 High Court forms to 879 officers, and 11 revised treasury forms to 480 officers. Another cause of the increase in issues on supplementary indents was a change in the period of supply of High Court forms in two out of the three sections. The commencement of the period was thrown later in the year, and officers submitted supplementary indents to cover the time which elapsed between the end of the period of supply under the old arrangement and the commencement of that under the new. Of the increase in special forms, no less than 3,173,843 forms are accounted for by the issue of *khatian* and *khasra* forms to settlement officers, the balance representing special forms supplied to heads of departments for use in their own offices. The increase in the number of forms due on the previous year's indents may be attributed to the inability of the Press, burdened as they were with the extra work thrown on them by the census, to meet the requirements of the Stationery Office during that year. A jail press, where the hours for labour are restricted, cannot be worked at night or beyond regulation time. A call to supply in the two years 1890 and 1891

Increase in annual indents ...	6,341,983
Do. in supplementary indents ...	3,173,843
Do. in special forms	4,290,631
Forms due on the previous year's indents supplied in 1891-92 ...	5,685,285
Total ...	19,491,742

nearly fifty million extra forms necessarily caused an accumulation of arrears difficult to work off.

12. The number of indents received in the Stationery Office rose from 5,957 to 7,375, and the number supplied from 5,515 to 6,633, thus showing an increase of 1,418 and 1,118 respectively. Compared with 1890-91, there was also a larger balance of unsatisfied indents at the close of the past year, owing, it seems, to the failure of the Press to comply with the demands of the Stationery Office. The monthly statements showing the work done by the Form Store Department in dealing with indents disclose the difficulties with which the Department has to deal. Not only was there delay in the Press in dealing with supplementary and emergent indents, which were supplied to the Stationery Office in driblets and after delays of some months, but annual indents were also similarly dealt with. To meet the requirements of indenting officers, the Department had to send the forms indented for by instalments, thereby adding considerably to the packing and transit charges. The Press have since the close of the year under review been sending an increased supply of forms and are making efforts to catch up the work. To meet this increased activity of the Press, the Board have recently, in anticipation of the sanction of Government, authorized the retention of an additional establishment in this Department, in order to work off the increased supply of forms, and the last return received shows that great progress has been made in dealing with annual indents. There are, however, a great number of supplementary and emergent indents pending, most of which cannot be supplied, as several items in each have not been supplied by the Press. The increase in the number of indents is said to be principally due to the revision and introduction of new forms. The figures given in the margin compare the number of standard forms in each Department, the number of new forms added, and the number of items revised. The total number of forms supplied to Assam in the past year was—standard forms 9,629,906 against 9,015,528 in 1890-91, and special forms 81,330 against 204,148 in the previous year.

Years.	Number of items in each section.	Number of new forms added.	Number of items revised.
1890-91 ...	7,357	346	437
1891-92 ...	7,606	497	131
Increase or decrease ...	+249	+151	−666

13. The receipts and charges of the Form Branch in the two years 1890-91 and 1891-92 were :—

	Receipts.	Charges.
	Rs.	Rs.
1890-91	28,911	36,233
1891-92	29,617	46,100
Increase ...	706	9,867

It will be seen from appendix K that the increase in the receipts is due to the sale of the forms noted in the margin * having been larger. The extra establishment entertained under the sanction conveyed in the orders of Government cited in the margin,† and the excess amounts disbursed on account of freight, packing and other charges, explain the increased expenditure incurred by the Superintendent during the past year.

* *Revenue forms.*
(*a*) Application for information and copies.
(*b*) Receipt for rent under the Bengal Tenancy Act.

High Court forms.
(*c*) Application for information and copies and memorandum of appeal.

† No. 3363, dated 13th August 1891.
No. 5516, dated 28th December 1891.
No. 1809FR, dated 27th April 1892.

14. In paragraph 9 of the Resolution of Government on the report for 1890-91 it was remarked that in addition to the forms requiring revision there are many old forms which have been superseded and require to be cancelled; that it is necessary that some officer should constantly be on the watch to detect such cases; and that His Honour would wish the Superintendent of Stationery to report when he sees one form overlapping another. These remarks were communicated to the Superintendent, and he was requested to

state the measures he would propose to take for meeting the wishes of Government. Mr. Barnes has since reported as follows :—

"I have on more than one occasion succeeded in preventing heads of departments from introducing new forms when other existing forms would do as well. The Sonthal Parganas forms are mostly required for settlement work, and are sold to parties where lands are under settlement, but there are others of them which closely resemble existing forms prescribed by the High Court and Board of Revenue. The Commissioner and Deputy Commissioner, Sonthal Parganas, agree to use the High Court forms, and state that officers will be instructed to substitute the High Court forms suggested for the Sonthal Parganas now in use. In regard to the police forms arrangements have been made that those which are similar to the newly-prescribed High Court forms will no longer be issued.

The indent section of the Form Branch through which all requisitions for forms pass, before the necessary orders for printing them are sent to the Press, is at present overworked. I have lately applied for an extra clerk for this part of the establishment, and if his entertainment is sanctioned, more attention could be given by the Head Indent Checker to the curtailment of the number of existing forms, as it might be possible to introduce certain forms for general use by all departments.

A case has recently occurred which serves to prove how difficult it is for me to prevent new forms being printed when the heads of departments consider they are necessary. On the 14th November last the Inspector-General of Civil Hospitals indented for an entirely new Medical form. In reply, I pointed out that the form was already printed and supplied as a Jail Code form, and that Civil Surgeons requiring it should either obtain it from jail officers or indent for it as a jail form from my office. The Inspector-General of Civil Hospitals replied that the Jail Code form of record of temperature, pulse and respiration does not answer the purpose, as certain modifications have been made in it, and that the form prescribed by him should be kept in stock for supply to Civil Surgeons. In reply to this I said that I had recently been directed by Government to see that printed forms do not overlap each other, and that if he thought it necessary to have the form printed, he should obtain the sanction of Government to his doing so. In reply a copy of Government letter No. 305TM, Municipal Department, dated 20th October 1891, was furnished me, in which the Lieutenant-Governor authorizes the introduction in the hospitals and dispensaries of Bengal of the form of clinical chart proposed by the Inspector-General of Civil Hospitals for the record of temperature, pulse, and respiration of patients. Under these circumstances I had no option but to introduce the new form."

The instance reported by the Superintendent of Stationery shows the difficulties with which he has to encounter in giving full effect to the orders of Government under notice. High Court forms have been substituted for Sonthal Parganas forms in 14 and for police forms in 12 cases. The Superintendent reports that as far as he is aware there are no superseded forms which require to be cancelled. If there were any such forms, there would be no demand for them, and this fact would lead to their detection. On revision the old form is invariably cancelled.

15. In paragraphs 25 and 26 the Superintendent notices the increased work with which the Form Department and the Press have to contend in consequence of the revision of forms in an inopportune time. To prevent this he has in a separate communication suggested as follows:—

"The rule which I would suggest should be made is that no form shall be revised, nor any new form introduced, except at a certain particular period of the year. This period might be confined to the two months preceding the date when the Press commences printing a fresh supply of that particular section to which the form belongs. The Superintendent of Stationery may be empowered to refuse to print any new or revised form which is not submitted by the head of the department concerned within the period above specified."

The Board recognize the administrative difficulties that would arise from the rigid working of any such rule, which would bar heads of departments from obtaining new forms when they might be essentially necessary. It should be pointed out to all officers that much extra work is thrown on this Department and considerable waste incurred by the inopportune introduction of new and revised forms. Such requisitions should not be complied with except for good cause shown.

16. Complaints regarding the delay in supplying forms continue to be received, and a separate report on the subject has been submitted to Government with the Board's letter No. 560B, dated 14th August 1891. From the concluding portion of paragraph 21 of the Superintendent's report it appears that the accumulation of arrears in the Press has been caused by the Press undertaking to do work for the Census Department when it was unable to keep up with the demands of the Stationery Office. It now seems probable that the Press

will bring its work soon up to date, and will be able to meet the requirements of the Stationery Office if it does not take up other additional work.

17. The want of sufficient accommodation for the storage of forms and stationery continues to be felt, and the construction of a new building for the Stamp and Stationery Office on its present site has been sanctioned by Government. The office-rooms are overcrowded and dark, both of which defects impede the working of the clerical establishment, who have to deal with complicated returns and figures. The arrangements for giving articles of stationery out of store are much interfered with by the want of proper accommodation. The rooms in which forms are stored on receipt from the Press are dark and overcrowded with racks. Packing has to be done in the open or in passages. The urgent need of a new building for the Stationery Office has, however, been already on more than one occasion brought to the notice of Government.

18. Newspapers, books, and periodicals published out of India and required by Government officers were supplied, as in the year 1890-91, through the agency of Messrs. King, Hamilton and Company, and those published in India, as well as rubber stamps and stamping ink, through the Stationery Office. Books and materials required by the Army Schools in the Presidency of Bengal were also obtained in the past year through the firm above referred to and Messrs. Thacker, Spink and Company. The following figures compare the work done by this branch of the Stationery Office in the year of report with that of the previous year:—

Books, Periodicals, &c.

Years.	Number of officers supplied.	Number of—		
		Newspapers.	Periodicals.	Books.
1890-91 ...	1,123	1,794	1,847	21,312
1891-92 ...	1,221	2,045	2,193	21,266

Rubber Stamps and Ink.

Years.	Number of indents complied with.	Number of stamps supplied.	Total expenditure incurred on account of rubber stamps and ink.
			Rs.
1890-91	776	1,712	7,104
1891-92	959	2,634	11,843
Increase ...	183	922	4,739

The increase shown above occurred, it is said, chiefly in the departments under the Governments of India and Bengal. As regards the former, larger demands appear to have been made by the Telegraph and Commissariat Departments; while in Bengal the expenditure has been in excess of the previous year's, owing to the introduction of rubber stamps for marking police clothing and the substitution of rubber stamps for brass seals in all the public offices.

19. Mr. F. C. Barnes continued to be in charge of the Calcutta Stationery Office during the past year, and discharged the duties of the appointment to the satisfaction of the Board.

I have the honour to be,

SIR,

Your most obedient servant,

T. INGLIS,

Offg. Secretary.

No. 1797.

FROM F. C. BARNES, ESQ.,

Superintendent of Stationery,

TO THE SECRETARY TO THE BOARD OF REVENUE, L.P.,

Dated Calcutta, the 29th June 1892.

SIR,

I HAVE the honour to submit the Annual Report on the Administration of the Stationery Department for 1891-92, and of its receipts and expenditure.

2. The following statement shows the stocks, receipts, and issues for the present and past year:—

	1890-91.	1891-92.
	Rs.	Rs.
Value of stores at beginning of the year ...	8,07,666	6,23,856
Ditto received and credited during the year	18,87,799	21,55,719
Total ...	26,95,465	27,79,575
Value of stores issued	20,71,609*	22,67,130
Balance ...	6,23,856*	5,12,445

3. Full details of the receipts and issues are given in the following statements. The English stores have been valued in the usual way by adding a percentage fixed yearly by the Comptroller-General to the invoiced prices of the stores taken at 2s. the rupee. This percentage covers difference in exchange and cost of freight, &c., and for the year under review is 45, for the previous year it was 56. On this basis a price-list is prepared each year according to which the issue rate of each article of English manufacture is fixed: the stores purchased locally being valued at their cost price, plus 5 per cent. commission for incidental charges:—

PARTICULARS OF RECEIPTS.

	Details.	1890-91.	1891-92.
		Rs.	Rs.
1.	Value of English articles obtained from the India Office, calculated at 2 shillings per rupee ...	2,10,153	1,44,726
2.	Add 56 per cent. in 1890-91, and 45 per cent. in 1891-92, to cover exchange as well as freight, &c.	1,17,685	65,127
3.	Value of paper received from several local mills ...	13,02,395	16,61,905
4.	Value of country-made miscellaneous articles purchased locally	1,01,724	1,02,556
5.	Value of English stores purchased locally ...	11,550	26,236
6.	Value of stores received from officer in charge of Mogulserai-Howrah Railway Survey ...	682	.....
7.	Five per cent. commission on account of incidental charges on items 3, 4, 5 and 6 ...	70,818	89,535
8.	Value of stores returned by indenting officers ...	8,503	4,496
9.	Value of blank-books, envelopes, &c., received from Superintendents, Government Printing, Bengal and India, and book-binders, including manufacturing charges	42,154	48,194
10.	Value of excess in stock-taking	778	1,340
11.	Value of transfer adjustments	87	15
12.	Gain by revaluing the closing balances of 1889-90 and 1890-91 at the issue rates of the years ...	21,270	11,589
	Total ...	18,87,799	21,55,719

PARTICULARS OF ISSUES.	Cost of stationery issued in 1890-91.	Cost of stationery issued in 1891-92.
	Rs.	Rs.
1. Value of stores issued to departments and officers under Local Governments (free of charge)	8,69,253*	11,18,843
2. Value of stores issued to Local Governments for vernacular departments of Government offices charged against contract allowance	8,925	10,131
3. Value of stores issued to departments and officers under the Government of India (free of charge)	7,62,415	7,78,460
4. Value of stores issued for Census Works (Imperial) ...	93,308	33,442
5. Value of water-marked paper issued to Provincial Governments	1,73,137	1,27,736
6. Value of stores issued to State Railways on payment ...	87,452	89,365
7. Value of stores issued to Local Funds and Institutions on payment	7,810	9,536
8. Value of stores issued to officers on cash payment ...	15,326	15,568
9. Value of stores issued to Presidency Jail Press, Bengal Secretariat Press, India Press, and binders, &c., for manufacturing blank-books, envelopes, &c. ...	25,242	34,105
10. Value of stores transferred to Bombay and Madras ...	376	679
11. Value of unserviceable stores written off, and sold ...	20,596	1,428
12. Value of deficiencies in stock-taking	618	1,208
13. Value of other miscellaneous adjustments	74*	82
14. Loss by revaluing the opening balances at the issue rates of the years	7,077	46,547
Total ...	20,71,609*	22,67,130

Note.—The difference of Rs. 7,413 in the particulars of issues against the head 13, "Value of other miscellaneous adjustments" of the previous year's report was an excess debit, which has been rectified this year. The other figures in this report marked thus * have also been revised.

4. *Receipts.*—On the receipt side there is a decrease in the value of imported stores. In accordance with the directions given in the Resolution of the Government of Bengal, No. 175T.-F., dated 3rd September 1891, reviewing last year's report, tabular statements are submitted working up to the figures used in the report. The tabular statement marked "I" shows how the gross receipts of English stores have been arrived at. In 1887-88, the imported stores amounted to Rs. 5,03,109; in 1888-89, to Rs. 3,37,348; in 1889-90, to Rs. 2,04,273; in 1890-91, to Rs. 2,10,153, and in 1891-92, to Rs. 1,44,726. In the last five years, therefore, the expenditure on imported stores has been reduced to the extent of more than 3½ lakhs of rupees. It will be still further reduced now that it has been decided, that steel pens are to be substituted for quill pens in Government offices, except by Gazetted officers; and that hand-made paper shall no longer be used for the registers and forms of the Bengal Registration Department. On the other hand, the expenditure on stores procured locally has increased to the extent of Rs. 8,48,782.

	Value of Paper.	Value of Miscellaneous Stores.
	Rs.	Rs.
1891-92 ...	16,61,905	1,02,556
1887-88 ...	8,30,650	85,029
Increase ...	8,31,255	17,527

The very large increase in the expenditure of paper locally manufactured will be dealt with in a separate part of this report. It will be sufficient here to draw attention to tabular statement II, showing how the gross figures of expenditure under this head have been obtained. In tabular statement III details of the miscellaneous articles of local manufacture, which have been purchased, are given, and in tabular statement IV, the articles of English manufacture obtained locally. In the latter statement there are two heavy items—nainsook cloth Rs. 11,877, and printing royal paper Rs. 7,774. The stock of nainsook cloth was unexpectedly exhausted by an unusual demand. The cloth was required for binding certain forms and registers prescribed by the High Court, and in

future will be obtained from England. The special kind of printing paper was required for printing the Bengal Law Reports, and was obtained under orders of the Local Government from Messrs. John Dickenson and Company, Calcutta, instead of being brought out from England by indent on the India Office.

5. *Issues.*—There has been an increase of Rs. 2,50,796 in the issues to Provincial Governments; of Rs. 1,913 in the issues to State Railways; of Rs. 16,045 in the value of stationery consumed by officers and departments under the Government of India, while there has been a decrease of Rs. 59,866 in the stationery required for census operations, and of Rs. 45,401 in the value of water-marked paper issued to Provincial Governments. The net increase in the value of the issues of the year under report, compared with the previous year, is Rs. 1,95,521. The following abstract shows there has been an increase under all Provincial Governments, except North-Western Provinces and Oudh and Upper Burmah. The largest increases are in Bengal, Rs. 2,32,725, Punjab Rs. 10,955, and in Burmah Rs. 6,495, and a reference to Appendix A. will show in what departments of the administration the extra consumption has occurred. In Bengal there has been a very large increase under Stationery and Printing, for supplies to the Superintendent, Government Printing Press and the Presidency Jail Press, which will be dealt with in the report on the Form Branch of this office. In the Punjab the increase is chiefly under revenue and is due to the large quantity of hand-made paper required by the Director of Land Records and Agriculture for village maps. In Burmah, as in Bengal, the increase is principally in the Printing Department. Full detailed statements of expenditure, with a brief explanatory report, will be submitted separately to each Local Government.

6. There is an increase of Rs. 16,045 in the consumption of stationery by offices and departments, classed as Imperial, directly subordinate to the Supreme Government, and a separate report on this expenditure will be submitted to the Secretary to the Government of India in the Financial Department.

Statement showing the issues to Provincial Governments, including Vernacular Department, &c.

GOVERNMENTS.	In 1890-91.		In 1891-92.		Increase.		Decrease.	
	Rs.	A.	Rs.	A.	Rs.	A.	Rs.	A.
Bengal	4,56,374	3	6,89,099	10	2,32,725	7	...	
North-Western Provinces and Oudh	1,79,596	13	1,75,899	8	.....		3,697	5
Punjab	71,789	12	82,744	13	10,955	1	...	
Assam	17,448	9	20,134	13	2,686	4	...	
Central Provinces ...	6,166	7	10,594	1	4,427	10	...	
Burmah	1,31,169	11	1,37,665	7	6,495	12	...	
Burmah, Upper	17,520	3	14,854	8	.....		2,665	11
Total rupees, excluding water-marked paper	8,80,065	10	11,30,992	12	2,57,290	2	6,363	0
Deduct on account of charges for packing, &c., to Vernacular Department, Local Boards, Wards, &c. ...	1,887	13	2,019	4	131	7	...	
Net charges ...	8,78,177	13	11,28,973	8	2,57,158	11	6,363	0
Difference between increase and decrease	2,50,795	11	.....		.....		2,50,795	11
Total ...	11,28,973	8	.....		.....		2,57,158	11

7. *Petition paper.*—The following abstract shows the value of the issues of water-marked paper used with court-fee stamps to Local Governments. There has been no actual falling off in the quantity of paper supplied, but the cost of the paper having been reduced, the value of the issues is consequently smaller. There has indeed been an increase in the quantity issued of 940 reams, the total quantity issued in 1890-91 being 38,518 reams against 39,458 reams issued in 1891-92. In my letter to the Board No. 1716, dated 29th November. 1888, when reporting on the proposal of manufacturing in

India embossed stamp paper for copies of judicial documents, I recommended the substitution of water-marked paper made in Indian mills for the plain water-marked paper imported from England for use with court-fee stamps. This proposal was sanctioned by the Government of India in June 1889, and a contract was soon after made with the Titaghur Paper Mills for the supply of the paper. In my letter No. 1805, dated 15th December 1888, I estimated the saving in cost on an annual consumption of 32,000 reams at Rs. 46,000, taking the cost of the Indian paper at Rs. 3-1 per ream, and that of the English paper at Rs. 4-8 per ream, but the price ultimately fixed for the Indian paper was Rs. 3-4 a ream. The English stock was not exhausted till December 1890, when the new paper was first issued to the public. The actual saving in the cost of the paper for the year commencing 1st April 1891 has been Rs. 49,323. The revenue derived by the sale of this paper to the public at Rs. 7-8 a ream (one pice per sheet) has, therefore, been increased by the reduction in its cost price. The Resident at Hyderabad has sanctioned the introduction of this paper into Berar, and will doubtless in due course address the Government of Bengal, with a view to treasury officers in that province obtaining their supplies of the paper from this office. With Board's endorsement No. 28B, dated 16th February 1892, the orders of the Government of Bengal were conveyed to me, directing me to make arrangements in my office for the custody of the dies, and for the storage and supply of the stamps by means of which the income from forest licenses is collected in the Central Provinces. This arrangement has been carried out in the stamp department of my office, but it became necessary for the Stationery Office to supply the paper on which the stamps were to be impressed by the Superintendent of Printing to the Government of India. I therefore obtained from the Titaghur Paper Mills paper similar to that used for the petition paper, only larger in size, which apears to be suitable for the purpose.

Water-marked paper, 13½ × 8½.

	1890-91.						1891-92.					
	Quantity.			Value.			Quantity.			Value.		
	Reams.			Rs.	A.	P.	Reams.			Rs.	A.	P.
Bengal ...	24,856	15	7	1,11,855	7	0	27,686	9	5	89,981	0	0
Assam ...	1,453	3	8	6,539	4	2	1,686	0	0	5,479	8	0
Punjab ...	10,305	0	0	46,372	8	0	8,725	0	0	28,356	4	0
Central Provinces	1,860	0	0	8,370	0	0	1,206	0	0	3,919	8	0
Total Provincial...	38,474	18	15	1,73,137	3	2	39,303	9	5	1,27,736	4	0
Imperial ...	1	0	1	4	8	2	.....			.....		
Sold direct to Native states ...	43	0	0	193	8	0	155	0	0	503	12	0
Total ...	38,518	18	16	1,73,335	3	4	39,458	9	5	1,28,240	0	0

8. *State Railways.*—The following abstract shows the values of issues to State Railways. There is a net increase of Rs. 1,505. The principal increase is in the supplies to the Eastern Bengal Railway of Rs. 7,064, whereas last year there was a decrease in the supplies to the same railway of Rs. 17,157. The Punjab Frontier Railway has taken Rs. 1,619 of stationery more than in the previous year, and the Burmah State Railway Rs. 1,854. No supplies have been made to the Tirhut State Railway since its amalgamation with the Bengal and North-Western Railway Company but on the other hand supplies have been made for the first time to the Murree-Attock Railway of Rs. 684, Jorhat Railway Assam Rs. 72, and Bengal Assam Railway Rs. 839; also to the Mushkaf Valley Railway of Rs. 1,960. The North-Western Railway and the Oudh and Rohilkhund Railway show savings of Rs. 3,528 and Rs. 4,704, respectively. The supplies required for all these railways are drawn by the Examiners of Accounts, the distribution of the articles to the railway officers being made by them.

The Stationery Office exercises no check over the quantity of articles required:—

	1890-91.			1891-92.		
	Actual cost of stationery supplied.	Packing charges.	Total cost, including charges.	Actual cost, of stationery supplies.	Packing charges.	Total cost, including charges.
	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.
1. Bengal	34,774	38	34,812	40,459	17	40,476
2. North-Western Provinces and Oudh ...	9,807	347	10,154	5,409	141	5,550
3. Punjab	25,430	536	25,966	23,864	554	24,418
4. Burma	15,435	740	16,175	15,478	425	15,903
5. Assam	46	6	52	843	68	911
6. Central Provinces ...	228	3	231	152	3	155
7. India	1,212	43	1,255	2,447	93	2,540
8. Central India ...	104	4	108	119	8	127
9. Madras... ...	416	40	456	594	40	634
Total ...	87,452	1,757	89,209	89,365	1,349	90,714

9. Details of the issues to local funds and institutions according to Provinces are given below:—

	1890-91.				1891-92.			
	Actual.	Commission.	Charges.	Total.	Actual.	Commission.	Charges.	Total.
	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.
1. Bengal ...	5,081	508	248	5,837	6,421	642	374	7,437
2. Central Provinces	93	9	5	107	36	4	3	43
3. North-Western Provinces and Oudh ...	711	71	22	804	1,402	140	37	1,579
4. Punjab ...	1,230	123	37	1,390	1,109	111	50	1,270
5. Burma ...	163	16	16	195	216	22	28	266
6. Assam ...	532	53	79	664	308	31	57	396
7. India ...	...	...	...	...	44	4	3	51
Total ...	7,810	780	407	8,997	9,536	954	552	11,042

10. The following is a statement of the receipts and charges of the Stationery Office. It should be here explained, with reference to para. 6 of the Government Resolution on last year's Report, that the 5 per cent. commission on the value of locally purchased articles is not levied on the supplier, but is added, by direction of the Comptroller-General of Accounts, to the prime cost of such articles when preparing the price-list of the year, *vide* para. 3 of this Report. An additional charge of 10 per cent. is realized in cash from public officers who are not entitled to free supplies:—

	Receipts.	1890-91. Amount.	1890-91. Total.	1891-92. Amount.	1891-92. Total.
		Rs. A. P.	Rs. A. P.	Rs. A. P.	Rs. A. P.
1	Five per cent. commission on the value of locally purchased aticles...	70,818 0 0		89,535 0 0	
2	Packing charges and cooly hire added to the cost of stationery supplied on payment	3,513 0 0		3,566 0 0	
3	Ten per cent. commission realized on sale of stationery on payment ...	3,206 0 0	77,537 0 0	3,524 0 0	96,625 0 0
	Miscellaneous receipts realized in Stationery Office.				
1	Amount recovered from the store-keeper on account of short receipts	25 5 5		50 13 6	
2	Amount of sale-proceeds of unserviceable stores	1,554 1 9*	1,579 7 2	2,000 8 4	2,051 5 10
3	Canvas sold	0 6 0		.....	
4	Empty cases and planks sold ...	6 0 0		6 0 0	
5	Tin cuttings sold	47 2 0		39 6 9	
6	Empty bottles sold	63 12 0		.....	
7	Iron hoops sold	69 14 0		.....	
8	Deal-wood planks sold	81 15 0		.....	
		269 1 0		45 6 9	
	Less commission at 10 per cent. on items 3 to 8 paid to the store-keeper	26 14 6	242 2 6	4 8 8	40 14 1
	Grand Total ...	.....	79,358 9 8	.....	98,717 3 11

	Charges.	1890-91.		1891-92.	
		Actual.	Total.	Actual.	Total.
	Establishment.	Rs. A. P.	Rs. A. P.	Rs. A. P.	Rs. A. P.
1	Permanent	28,960 12 3		30,136 6 1	
2	Temporary	2,279 8 0		3,071 8 9	
			31,240 4 3		33,207 14 10
	Contingencies.				
1	Godown rent	2,072 0 0		8,099 6 3	
2	Cooly hire	3,452 8 9		4,122 12 0	
3	Packing cases	7,285 8 7		12,968 10 11	
4	Freight	11,025 0 3		11,963 3 9	
5	Postage	1,746 8 0		1,607 0 0	
6	Printing charges	2,844 0 0		1,677 8 3	
7	Landing and shipping charges ...	2,452 0 0		2,215 13 10	
8	Miscellaneous	8,583 4 9		8,952 7 7	
			39,460 14 4		51,606 14 7
	Grand Total ...		70,701 2 7		84,814 13 5

11. The financial results of the year may thus be generally summarised:—The Imperial Government bears the charges of Rs. 1,44,726 for imported stores, of Rs. 17,64,461 for country-made stores, of Rs. 26,236 for English stores purchased locally, and of Rs. 8,11,902 for supplies to departments and offices classed as Imperial, including the Census Department. On the other hand, it recovers from Local Governments and paying departments, &c, the sums of Rs. 12,56,710 and Rs. 1,14,469 respectively, and holds a stock balance valued at Rs. 5,12,445. The value of stores issued to the Presses for manufacturing blank books, envelopes, &c., and the value of blank books, &c., received back from these Presses, are *per contra* items of account. The stores supplied were valued at Rs. 34,105, but the books and envelopes when made up by the press were shown in the accounts at Rs. 48,194, the difference representing partly the cost of manufacture and partly the value of stores sent to the Press in the previous year, but not received back till the current year.

12. The number of new offices which indented during the year was 108, and of those which were abolished or ceased to exist was 46 as shown in Appendix B; the net increase in indenting offices is therefore 62. The total number of indenting officers, according to the revised list in the Stationery Manual, now stands at 3,292. The following statement works out the value of the stores supplied to the general body of indenting officers and the average cost of stationery supplied to each. The value of the supplies made to the Telegraph Department, Railway Mail Service and State Railways is excluded, as the quantity required for these departments are drawn on the indents of single officers and distributed by them to the departmental offices. The value of supplies made to the Survey Department is included, and these officers take large quantities of drawing paper, section paper, water colour, &c., in addition to the ordinary supplies of pens, ink and writing paper, the cost of stationery used in the different offices—giving an average consumption of Rs. 115—ranges from units to thousands. The demands of Regimental Officers, Veterinary Surgeons, Medical Officers in charge of hospitals, and some Superintendents of Jails seldom exceed Rs. 10, and are often less than half that sum. Whereas those of the Secretariats of the Government of India, Registrars of High Court, &c., vary from Rs. 2,000 to Rs. 3,000 and higher. It has been the practice for officers in the Central Provinces to obtain only a portion of their stationery from this office, and the rest from the Bombay Stationery Office. In Board's No. 241B, dated 6th October

1891, instructions were conveyed to me to supply all articles of stationery required for use in public offices in the Central Provinces; the duty of checking and modifying the indents will rest with the Comptroller of Stationery, Central Provinces.

	Rs.	Rs.
Total issues to Provincial Governments ...	11,28,974	
„ „ to Imperial Governments ...	7,78,460	
„ „ to Local Funds and other paying officers (exclusive of Rs. 504 for water-marked paper sold)	1,13,965	
		20,21,399
Deduct supplies to—		
Provincial Presses	8,88,583	
Imperial Presses	6,53,460	
Telegraph Department	3,580	
Railway Mail Service	10,318	
State Railways	89,365	
		16,45,306
		3,76,093
Total number of officers	3,270	
Total cost of stationery issued to each officer is ...	115	

13. Appendix C shows the value of the issues according to the different kinds of articles supplied. As a comparative statement of the results of two years, it is not strictly reliable because the rates at which the articles are valued vary from year to year according to the changes in prices and fluctuations in exchange, but it gives a general idea of the relative consumption of the various articles enumerated. The cause of increased consumption in paper generally has been elsewhere explained, as well as the apparent decrease in the issues of water-marked paper. A larger consumption of binding cloth was occasioned, as already mentioned, by the introduction of certain new registers in Judicial Courts in Bengal, and for the same reason there was an increased issue of paste boards, mill boards, and straw boards and leather. The cost of imported articles being 11 per cent. lower than in the previous year must be considered, when looking at the articles in which there is apparently a falling off in consumption, but there has been a distinct saving in the consumption of marble paper used for book-binding, and in carbonic paper, and the special kinds of paper used in copying presses.

14. Appendix D contains a comparative statement of the quantity of different kinds of paper supplied to the printing presses. In hand-made paper the demands of the North-Western Provinces Government show a decrease of 305 reams, representing a saving of Rs. 5,413. The Government of India Presses show an increased consumption of 150 reams of the value of Rs. 2,201. In Bengal there is also an increase of 566 reams of the value of Rs. 10,427. This paper was required for printing certain registers prescribed by the High Court, and a large number of similar registers were printed on blue-laid machine-made paper, and this accounts to a great extent for the increased consumption of this kind of paper in Bengal. The increased consumption of 5,796 reams of cream-wove paper in the Government of India Press was due to (1) the transfer of the printing of the Commissariat forms for Madras and Bombay to the office of the Contractor to the Government of India, Howrah, (2) the similar transfer of Army forms for Madras, and (3) the introduction of a large number of new Military forms. Although technically classed as writing papers, both bluelaids and cream-woves are largely used for printing purposes. The larger consumption of white and half-bleached printing paper must be attributed to an increase in form printing, but the Stationery Office is not in possession of information regarding the details of the work done in the Government Printing Presses, except in the case of the Presidency Jail Press. Appendix E shows the value of country paper purchased locally during 1890-91 and 1891-92. Despite the reduction in cost, which will be referred to hereafter, there is an increase of Rs. 3,59,510 in the expenditure under this head. Of this, Rs. 87,379 is in the purchase of water-marked paper, the circumstances regarding which are explained in para. 7. The larger expenditure on Indian paper generally may be

attributed partly to increased consumption and partly to the exhaustion of the English stocks of several kinds of paper which have hitherto been used instead of Indian paper. Increased consumption of paper must be expected with the expansion of the administration, and to some extent is compensated for by increase in revenue. In the Postal and Telegraph Departments, for instance, any expansion of the money-order system or increase in telegraphic messages, which would cause a larger consumption of paper, would also be accompanied by larger receipts in those departments. In this connection I would draw attention to the very large increase of work which the substitution of articles locally manufactured for imported ones entails on this office, and especially on the Store Examiner. I have applied to the Board for an increase of establishment in my letter No. 4141, dated 17th November 1891.

15. The rates of Indian paper which has been procured during the years 1890-91 and 1891-92 are shown in Appendix F, and it will be noticed that a considerable reduction was made in the latter year which, as explained in para. 13 of last year's report, was effected through the increased competition caused by the establishment of a new paper mill. The relative cost of paper of Indian manufacture and of imported English paper has been tested in the manner directed by the Government of India. Samples of paper were sent by me direct to the Store Department of the India Office with the request that the cost at which similar paper could be obtained in England might be ascertained and stated. On receipt of the required information, I submitted a statement to the Board showing the result of the comparison, and this has been duly communicated, through the Government of India, to the Secretary of State. His Lordship's reply to the Government of India states that unless more favourable terms can in future be obtained from the local paper mills as regards the papers which are shown as having been purchased at a loss, it appears desirable that these descriptions should hereafter be obtained from England by indent in the usual manner. The papers which have hitherto been obtained at a loss are the finer kinds, namely, blue-laids and cream-woves, and coloured papers. The rates at which the blue-laid and cream-wove papers are obtained from the Bally and Titaghur Mills were fixed in 1890, and are certainly liberal, but there should be no difficulty in reducing them from 1st April next, when the contract expires. The competition will be further increased by the existence of another paper mill which is being built by Messrs. Jardine, Skinner and Company, and is expected to be finished in March next. The Lucknow Mills are now able to make this class of papers, and when tenders are again called for, there should be five paper mills in the field, whereas on the last occasion there were only two. The Government will therefore be in a strong position, and should be able to obtain very favourable terms. In regard to coloured paper, there is no doubt all the local mills dislike making this kind of paper, but rather than lose the Government orders they will, I think, agree to make it cheaper. Without in anywise checking the growth of this rising industry which, indeed, owes its present prosperity in a great measure to the timely and powerful support of Government, I think it will be possible to impose such rates in future that there will no longer be any question that locally manufactured paper is cheaper than imported paper.

16. Complaints regarding the quality of certain articles have been received from 28 officers. The English stores with which dissatisfaction was expressed were goose-quills, red ink powder, marble paper, carbonic paper, and two sorts of water-colour paints. The matter of these complaints has, as usual, been brought to the notice of the Director-General of Stores, India Office. The articles of Indian manufacture to which exception was taken were sealing wax, Indian ink, and some kinds of paper. There was, however, no falling off in the quality of the sealing wax. The best sealing wax will suffer from a very high temperature, especially when packed closely with other articles, and the complaints were to the effect that the sealing wax had been received in a more or less melting condition, or, in cooler weather, that the sticks had got broken in transit. In regard to the Indian ink there was no cause for complaint. It is obtained from China direct through the commander of a steamer which sails regularly between Calcutta and Hongkong, and is the best kind obtainable. A Committee, consisting of the Superintendents, Government Printing, India and Bengal, and the Contractor for printing Government of

India Stock Forms, was appointed to assist me in judging the samples of paper submitted by the local mills. The recommendations made by this Committee for improving certain papers were duly communicated to the Agents of the Paper Mills, and have received due attention. The blotting paper was certainly too harsh, but it has now been made more absorbent and the quality of the writing papers has steadily improved. The grass of which Indian paper is principally made is an excellent material plentifully and cheaply obtained, but it has to be supplemented with tougher fibres, mainly linen rags, to produce the better class of papers. Only vegetable sizing is now used, but if the caste prejudices of the native mill hands can be overcome, animal sizing will be shortly introduced, which will improve the surface of the paper for writing on. Mr. Donnithorne, the Store Examiner, has most carefully attended to his duties, which have greatly increased since the use of Indian papers has extended. In Appendix F, Part II, a list is given of the articles locally manufactured which the Stationery Office obtains, with the prices paid to the different contractors.

17. It may not be amiss here to briefly review the changes and improvements that have taken place in the administration of the Stationery Office in the last five years, the period which has elapsed since I was appointed to the office of Superintendent. In consequence of the growth of expenditure on stationery in the Home charges, and the demands for increased grants for expenditure on local purchases by the Stationery Office, an officer of the Accounts Department, Mr. Stephen Jacob, was deputed in 1887 to make enquiries on the following points:—

(1) The control over the expenditure incurred on stationery by the Stationery Office.

(2) The control exercised by the Stationery Office over the consumption of stationery in local offices.

As a result of this enquiry many changes were introduced into the management and procedure of the Stationery Office. The control over the purchases of stationery has been rendered more effectual by improving the system of accounts and the form of the annual detailed estimates, and, in regard to new purchases made and contracts entered into by the Superintendent, stricter and fuller control has been exercised by the Board. The check on the consumption of stationery in local offices has been strengthened by alterations in the rules relating to the examination, comparison, and curtailment of indents by the Stationery Office. These rules, as well as others relating to the management and conduct of stationery matters, are embodied in the revised Stationery Manual issued under the Board's authority in 1890. This Manual also contains a scale of supply of stationery, which is of general application and several special scales for the Secretariat Departments of the Government of India and other Departments, and also a list of officers entitled to indent on the Stationery Office, with dates for submission of their indents. Rough scales of stationery for every public office in Bengal have been compiled and have recently been approved by the Board. In 1889 rules for the storage and stock-taking of stationery articles and the disposal of unserviceable stores were prescribed. In 1888 the standard list of articles to be ordinarily kept in stock in the Stationery Office was authoritatively fixed. No article not entered in the list or subsequently added to it can be obtained by any officer without special sanction. These changes and the enforcement of the new rules that have been introduced has caused the curtailment of unnecessary expenditure in the purchase of stores, the reduction of stocks to a proper limit, and the check of extravagance in the use of stationery in public offices. The policy of substituting, wherever possible, locally manufactured stores for imported articles has been steadily pursued. In 1887 only ordinary printing paper was purchased locally. Now all paper required for use in the Government printing presses, including the finer kinds technically known as 'writing papers' (blue-laid and cream-wove), and also the foolscap, note paper and some of the drawing papers used in public offices, are obtained from the local mills, besides a special kind of water-marked paper formerly procured from England. This substitution of Indian paper for English paper has not only effected economy, as has been proved by the figures in this report, but has undoubtedly been the means of developing an important local industry. Next to paper the most important article of

local manufacture is leather, which is largely used in the Presses for book-binding. Hitherto only the coarser kinds of sheep skins have been obtained from native contractors, and the morocco and roan have been obtained from England. It may be possible soon to obtain in India all the leather required by the Stationery Office, as the Stewart Tannery at Agra has come forward with tenders and submitted good samples. Up to the present time no successful attempt has been made to manufacture mill-boards in India, but this is an industry which will probably be developed before long by the paper mills. Pasteboards are made locally in large quantities and of good quality.

An erroneous demand in the stationery indent for 1888 for 14,000 reams of paper led to an enquiry which showed that these indents were not prepared in proper manner or with due care. This state of things has since been remedied, and improvement has also been effected in the manner of keeping the detailed accounts which, for many years, were reported by the audit officers to be inaccurate and carelessly kept. The Board have noticed the satisfactory result of the audit of the accounts of the Stationery Office for the year 1890-91, which were reported by the Comptroller-General to have been found correct.

Additional accommodation was in 1888 given to the Store Department by the erection of two corrugated-iron sheds, and the arrangement of articles in the open store has since been greatly improved. In consequence of the sale to the East Indian Railway Company of a plot of land forming the north-west corner of the Custom House premises, the godowns used by this office for storage of stationery cases received from England had to be vacated on 1st April 1891. Since then accommodation has been obtained in the jetty warehouses of the Port Commissioners. Arrangements are now in progress for building a new line of godowns facing the Strand Road on the present premisses of this office, and this extra accomodation is urgently needed.

Supply of Rubber Stamps and Stamping Inks, &c.

18. This branch has been added from 1st April 1890, under Resolution No. 1005, dated 28th February 1890, from the Government of India, Department of Finance and Commerce.

The total number of indents complied with, during the year under report, was 959 as shown in Appendix G, against 776 in the previous year. The number of rubber stamps supplied was 2,634, being an increase of 922 over the number supplied in 1890-91.

The total expenditure incurred on account of rubber stamps and stamping ink was Rs. 11,843-1-6, against Rs. 7,104-6-6 in the previous year. The increase was principally in departments under the Government of India and in Bengal.

In Bengal the larger demand may be attributed to—

(*a*) Introduction of rubber stamps for marking police clothing, *vide* Circular No. 1, dated 6th November 1891, from the Inspector-General of Police, Lower Provinces, Calcutta.

(*b*) The substitution of rubber stamps in place of brass seals in all the public offices and courts under the Lieutenant-Governor of Bengal, *vide* Bengal Government Circular No. 4130J, dated 10th November 1891.

In the Imperial Department, the larger demands were made by the Government Telegraph and Commissariat Departments.

For the year under report the whole contract was given to Mr. J. C. S. Robinson at lower rates than those of the previous year, as approved by the Board in their letter No. 41B, dated 23rd February 1891. The contractor has executed all orders promptly and worked satisfactorily. Some few complaints, regarding the quality of stamps and the breakage of inks in transit, were received, but the contractor has promptly remedied all such defects.

From 1st April 1892, under orders from the Comptroller-General, the charges on account of rubber stamps and stamping inks are treated in the same way as stationery charges, and debited to the grant for "Stationery purchased for Central Stores."

Except in Bengal no definite orders have been passed, directing the substitution of rubber stamps for metal ones, but judging from the nature of the indents received such a substitution is in gradual process in other provinces. In

Burmah, apparently, metal stamps, manufactured by the Superintendent of Government Printing, Rangoon, are largely used.

The rubber stamps, required by the Railway Mail Service Department, are not obtained through the Stationery Office, and I have pointed out to the Inspector-General, Railway Mail Service, that this procedure appears to be in controversion of Government of India, Finance and Commerce Department, Resolution No. 1005, dated 28th February 1890, which prescribes that all rubber stamps and stamping inks, required for Government offices, should be obtained through the Stationery Office. He has stated in reply that the matter is under the consideration of the Director-General of Post Office.

Supply of Newspapers, Periodicals, and Books.

19. As in the previous year, all newspapers, books, and periodicals published out of India, required by Government offices, were supplied through the agency of Messrs. King, Hamilton and Company, from whom a discount of 25 per cent. on the published prices on all English books and magazines sent direct by post, and 20 per cent. on those delivered in Calcutta, is obtained. The Indian publications were supplied under the direct orders of this office by the managers and publishers themselves.

In 1891-92, books and materials required by the Army Schools in the Presidency of Bengal were obtained through Messrs. King, Hamilton and Company, and Thacker, Spink and Company. A discount of 20 per cent. on the published prices of books supplied by the former was obtained, while a commission of 33⅓ per cent. over the actual English prices of the materials was charged by the latter. Tenders were called for for the supply of these books and materials during 1892-93, and the business has been entrusted to the Agents of Messrs. William Collins, Sons and Company, Limited, who have agreed to allow 25 per cent. off the published prices on books and to charge 20 per cent. on the actual English price of the materials. The contractors, under the terms of agreement, are required to keep a stock of books and materials in India, in order that they may be able to comply promptly with the requisitions of indenting officers.

The total number of officers supplied during the year under report was 1,221. 2,045 newspapers, 2,193 periodicals, and 21,266 books were distributed amongst them. The figures for the previous year were 1,123 indenting officers, 1,794 newspapers, 1,847 periodicals and magazines, and 21,312 books.

The total payments made on account of subscription, &c., during the year under review was Rs. 68,987-0-6, against Rs. 78,148-11-1 in the preceding year, but this decrease is due to the fact that many bills were received too late to be paid before the close of the official year. The expenditure is divided amongst 28 Departments as shown in the margin.

1. Department of Finance and Commerce.
2. Home Department, India.
3. Revenue and Agricultural Department, India.
4. Legislative Department, India.
5. Public Works Department, India.
6. Foreign Department, India.
7. Military ditto, do.
8. Government of Bengal.
9. " of North Western Provinces and Oudh.
10. " of Punjab.
11. Administration of Assam.
12. " of Burma.
13. " of Central Provinces.
14. " of Ajmere-Merwara.
15. Rajputana Agency.
16. Central India Agency.
17. Baroda Agency (new).
18. Beluchistan Agency.
19. Hyderabad Residency.
20. Director-General of Railways.
21. Director-General of Post Office.
22. Director-General of Telegraphs.
23. Superintendent of Andaman Islands.
24. Surveyor-General.
25. Meteorological Reporter to Government of India.
26. Director-General of Military Works.
27. Director-General of Geological Survey.
28. Inspector-General of Forests (new).

From the reports received from the several officers, it appears that the books, periodicals and newspapers supplied under the orders of this office, were generally received by them punctually and regularly. The practice of calling upon this office to obtain copies of papers, &c., which have not reached the indenting offices, causes a great deal of extra correspondence, which in many cases is unnecessary. One office, and that a large Secretariat office under the Government of India, actually called upon me to obtain copies of the *Daily News* for 25th December and April 15th, although it had been notified that no issue of the paper would be made on Christmas-day and Good Friday. There appears to be no reason why officers should not write direct to the managers of newspapers for copies that have

miscarried. Some difficulties have occurred in the settlement of accounts outstanding under the old system of supply, and also in obtaining American publications which are often misdirected.

FORM BRANCH.

20. The Form Store Department of the Stationery Office deals with the supply of all descriptions of printed forms required by various public offices in Bengal and Assam, and of certain special forms required in other provinces. The system is peculiar to Bengal, as public offices under the Government of India and other Local Governments obtain printed forms by direct indent on Government Presses or the Contractor to the Government of India for Stock Forms at Howrah. From 1870-1876 the Form Store Department was worked by the Alipore Jail Press, but the change was not found to be to the advantage of the Jail Department, and the results were unsatisfactory. The retransfer of the Form Store to the Stationery Office was carried out under the orders of the Government of India, No. 922, dated 16th February 1876. Under the present system the Stationery Office has to act as a sort of forwarding agency between public offices and the Press. On the one hand, it receives indents from a large body of officers and passes them on to the Press in consolidated form; on the other hand, it receives the forms when printed from the Press and distributes them to the officers who require them. To punctually meet the requirements of both indenting officers and the Press is an extremely difficult matter. Amongst a large body of indenting officers irregularities and omissions occur to such an extent that the monthly consolidated indent on the Press is often delayed, while the supply of the forms required in this indent is so often received from the Press not only late, but in partial instalments, that the distribution to the large circle of indenting officers by due dates is a physical impossibility.

21. The defects and difficulties of the system have been fully recognised and reported on by more than one Committee of Enquiry, and measures have been adopted to reduce them to a minimum, and, so far as the Stationery Office is concerned, I am able to say that the rules laid down in the Stationery Manual are carefully attended to and carried out. The want of space for storing and issuing the forms is, however, a great and ever-pressing drawback, and is especially felt when the Press sends in an unusually large number of forms together. At such times it becomes necessary to procure outside godowns in which to stack the forms for which there is no room available in the Form Store, and to engage extra sorters for packing and despatching them. Another difficulty, though not of frequent occurrence, is caused by delay on the part of the Mills and contractors to supply special kinds of paper and materials required by the Press. Since the issue of the present rules for the guidance of the Form Store, there has been no great irregularity in the supply of forms to public offices until last year when the Press began gradually to fall into arrears. These arrears have continued ever since. Simultaneously with its failure to supply forms punctually to the Stationery Office, the Press began to supply forms direct to the Census Department. In the calendar year 1891, it printed and supplied 1,86,33,912, and in the previous year 3,08,49,486 Census Forms, and it is difficult to avoid the conclusion that the printing and supply of nearly fifty million forms, in addition to its ordinary work, was the principal cause of its failure to keep up with the demands of the Stationery Office, which were unfortunately very much larger than usual. The outturn of any Printing Press is, of course, limited to the capacity of its machinery, but it is possible in nearly every Press to work at night when the pressure of work is great. In the Jail there are 56 hand presses and 18 machines worked by prisoners whose daily hours of labour are restricted by the regulations of the Jail Department. There are besides only 10 hand presses and 3 machines worked by paid labour, and it is therefore a very difficult matter to work off arrears if they have once accumulated.

22. The receipts and issues of 1891-92 are detailed in Appendix I, and the following abstract shows the total results compared with those of the previous year:—

	1890-91.	1891-92.	Increase.
Receipts	6,68,71,622	9,66,88,566	2,98,16,944
Issues	6,84,03,460	8,78,95,207	1,94,91,747

The actual number of forms received from the Press was nearly thirty millions more than in the previous year, but this increase is to some extent caused by the receipt of a large quantity of forms in the early part of the year under report that should have been sent in by the Press before the close of the previous year. There was a large increase in the issues of forms required by officers engaged in settlement work :—

	1890-91.	1891-92.	Increase.
Special forms	13,83,740	46,62,600	32,78,860
Standard „	3,16,656	10,17,255	7,00,599

As no reserve stock is kept of the special forms used in settlement work, emergent indents had to be sent to the Press as soon as each requisition was received. In many cases the forms were new or recently revised, and fresh proofs had to be called for before they could be printed.

23. The following statement gives the actual work which the press had in hand, month by month, from 1st April 1891 to 31st March 1892:—

Date.	Forms.	Books.	Envelopes.
30th April 1891	36,623,842	26,775	3,328,773
31st May „	30,952,117	25,097	925,955
30th June „	27,572,252	30,378	1,764,990
31st July „	21,385,929	58,379	1,495,636
31st August „	25,690,787	74,520	1,088,477
30th September „	12,650,935	74,650	1,433,404
31st October „	23,708,284	100,610	938,421
30th November „	16,983,322	47,295	737,393
31st December „	22,147,766	54,440	1,032,359
31st January 1892	26,334,951	32.337	593,469
29th February „	27,536,775	24,756	784,931
31st March „	45,084,845	43,685	1,703,998

24. The following figures show the number of indents of all kinds supplied during 1890-91 and 1891-92—

	Balance of previous year.	No. received during the year.	Total.	No. supplied.	No. remaining unsupplied.
1890-91 ...	895	5,957	6,852	5,515	1,337
1891-92 ...	1,337	7,375	8,712	6,633	2,079

Compared with the previous year, the number of indents received has increased by 1,418, the number supplied by 1,118, and the number remaining unsupplied by 742. The number of items issued was 150,385, against 129,081 of last year. The increase in the number of indents is chiefly due to the revision and introduction of new forms, especially High Court forms, and forms prescribed by the Government of Assam. The following statement shows the work done by the Form Department for the last three years in regard to the regular annual indents for standard forms. Supplementary indents are only included in the last item:—

	1889-90.	1890-91.	1891-92.
Indenting officers ...	3,459	3,572	3,728
Annual indents received ...	3,147	3,275	3,348
Forms required in annual indents	64,418,857	65,830,756	72,922,120
Total forms supplied, including supplementary indents	71,201,429	68,403,460	87,895,207

It must be admitted that this shows a very great increase of work.

25. In Appendix H is a list showing the number of standard forms in each department, with the number of new forms that have been added, and of old forms that have been revised during 1891-92. The number of forms newly introduced as compared with last year is 497 against 346; the number revised is 131 against 437. It will be noticed that, as in the previous year, there has been a large addition to the number of Assam and High Court forms. The introduction of new forms and the revision of old ones cause increased work both in the Stationery Office and the Press. A great step would be gained towards improvement in this respect if the heads of departments and officers who have the power of prescribing and modifying forms were to recognise the fact that a fresh supply of every form is printed yearly. At present, any controlling officer can introduce a new form, or alter an old one, as the fancy

pleases him. The present practice is for him to send a manuscript copy of the form to this office, with instructions that a sufficient quantity may be printed for issue to departmental officers. At the press new type has to be set up, and the required number of copies printed. In this office, the requirements of the departmental officers have to be ascertained and satisfied, and all this work is entirely additional, both to the press and this office. If, however, the form was not revised until a fresh supply was printed in due course, no extra work would be entailed anywhere for the revision, the indenting for and supply of the form would all come into the regular routine work of the officers concerned.

26. The following cases will serve to show how the work of the Form Department is increased by the inopportune revision of forms. The usual annual supply of Irrigation Revenue Forms, comprising 22 items, was printed and distributed in May. In the same month these forms were all revised by Government, and a fresh supply had to be printed and distributed. The amount of work involved in printing and supplying these forms was therefore exactly double what it would have been, had they been revised six months earlier or six months later. The revision of certain Bengal Medical Forms also took place just too late, as it occurred while they were being printed. The work at the press had to be stopped, and new type substituted before it could continue. The annual supply of Sanitary forms should according to the rules be distributed by the Stationery Office in April. In November last, all the forms were revised, and a fresh supply of these revised forms had to be issued in January. The extra work thrown on this office and the Press by this procedure would have been avoided, had the introduction of the revised forms been postponed till April. Owing to the revision of Bengal Police Forms the consolidated indent was sent to the press two months after due date, and had the work of the press been in a normal state, the non-receipt of this large indent would have thrown its machinery out of work for some weeks. Under Rule 12, section VIA of the Stationery Manual, Controlling Officers are required to state for the information of the Stationery Office, the probable annual consumption of any new form they prescribe. This rule is not observed, and the result is the increase of supplementary indents.

27. The total number of forms supplied to public offices in Assam, during the years 1890-91 and 1891-92, is as follows:—

	1890-91.	1891-92.	Increase.	Decrease.
Standard forms ...	9,015,528	9,629,906	614,378	...
Special forms ...	204,148	81,330	...	122,818

The increase is chiefly in Assam Executive, and Assam Account and Treasury Forms. The decrease in the special forms has been caused by the transfer of certain forms, formerly classed as special, to the standard list for Assam Executive Forms. The following is the value of saleable forms and service-books which were supplied to Assam in 1890-91 and in 1891-92, as also forms supplied to Local Funds:—

	Service-books.			Saleable forms.			Forms supplied to Local Funds.		
	Rs.	A.	P.	Rs.	A.	P.	Rs.	A.	P.
1890-91 ...	29	11	0	1,592	5	0	120	7	0
1891-92 ...	26	12	9	1,830	1	0	119	7	7

28. The charges and receipts of the Form Branch are as follows:—

Statement shewing receipts for the years 1890-91 *and* 1891-92.

	1890-91.	1891-92.	Increase.	Decrease.
Sale proceeds of service-books and forms to public in Bengal and Assam ...	15,165	16,793	1,628	...
Value of forms supplied to Local Funds, &c., in Bengal and Assam ...	12,792*	12,195	...	597
Value of forms supplied to Wards Department	211	64	...	147
Sale proceeds of obsolete forms ...	713	457	...	256
Value of forms supplied to Inland Labour Transport Fund	30	108	78	...
Total ...	28,911	29,617	1,706	1,000

* These figures have been revised since the submission of the last report.

Statement showing the charges for 1890-91 *and* 1891-92.

	1890-91.	1891-92.	Increase.	Decrease.
Office and store establishment ...	13,397	14,054	657	...
Allowance to Assistant Superintendent for visiting the Jail Press	600	600	...	...
Freight, postage, coolie-hire, packing and other contingencies	22,236	31,446	9,210	...
Total ...	36.233	46.100	9,867	...

The increase in the statement of receipts is in the item of saleable forms, details of which are given in Appendix K.

The increase in the charges for establishment has been caused by the entertainment of an extra establishment, sanctioned under Government orders Nos. 3363, 5516 and 1809L.R., dated 13th August 1891, 28th December 1891, and 27th April 1892, which were received with Board's endorsements Nos. 197B., 319B, and 131B., dated 17th August 1891, 31st December 1891, and 30th April 1892 respectively. The large increase in freight charges has been caused not only by despatching a larger quantity of forms, but also to the fact that, owing to the non-receipt of full supplies from the Press, many indents have had to be sent out in instalments, instead of in one consignment. Consequently the number of packages and cases despatched has greatly increased.

29. The following statement shows some instances where certain items have been curtailed when checking indents:—

Serial number of form.	Number of copies originally indented for.			Reduced on explanation to.		
	Forms.	Books.	Envelopes.	Forms.	Books.	Envelopes.
1. Board's Excise No. 57A ...	...	10	...	...	3	...
2. Do. Misc. „ 278 ...	20,000	...	...	10,000	...	...
3. Do. Excise „ 47 ...	1,000	...	...	200	...	...
4. Do. Envelope No. 3 ...	...	...	4,000	...	...	1,200
5. Do. „ „ 10 ...	...	..	5,000	...	...	1,000
6. Do. P and Pro. No 7 ...	...	560	...	...	300	...
7. Bengal Executive No. 16 ...	1,000	...	...	600	...	...
8. Do. ditto „ 28 ...	1,000	...	...	700	...	...
9. High Court, Civil Misc. „ 49 ...	1,000	...	...	500	...	...
10. Accountant-General, Bengal, No. 11	600	...	...	400	...	..
11. High Court, Civil Procedure Code, No. 1C	14,000	...	...	5,000	...	...
12. High Court, Civil Procedure Code, No. 68C	1,000	...	...	50	...	...

The substitution of cheap for expensive paper and the reduction in the size of forms has been effected as much as possible.

30. The monthly returns received from the Superintendent of Government Printing, Bengal, show that the cost of printing forms supplied to the Stationery Office from April 1891 to February 1892 (the return for March 1892 not being received up to date) is Rs. 1,36,837-10-8. The cost of paper supplied to the Press was Rs. 5,27,466-6, so that the total cost of printing forms during the year under report came to about 7 lakhs. In the previous year it was about 4 lakhs.

31 Mr. Meik, the Assistant Superintendent, has discharged his duties satisfactorily, and has been of great assistance to me in the management of the office and the supervision of the Form Store. One of the most important of his duties is to visit the Jail Press three days in the week with a view to ascertain the progress of work, to push on the printing of any forms urgently required, and to arrange for the supply of any paper or materials of which the Press stands in need. The details connected with this work have been very heavy during the year under report, and the number of bills and vouchers which he has to check has greatly increased since the Rubber Stamp and Periodical Branches have been added to this office.

32. At the time of writing, it seems probable that the Press will soon bring its work up to date, and it will, I think, have no difficulty in meeting the requirements of the Stationery Office in future, if it does not undertake other work in addition.

I have the honour to be,

SIR,

Your most obedient servant,

F. C. BARNES,

Superintendent of Stationery.

TABULAR STATEMENT I.

Value of English articles obtained from the India Office, London, during 1891-92.

1	2	3	4	5
DESCRIPTION OF STATIONERY.	Amount in sterling.	Indian money at 2*s.* a rupee.	45 per cent. for exchange, freight, &c.	Total of columns 3 and 4.
	£ *s.* *d.*	Rs. A. P.	Rs. A. P.	Rs. A. P.
Paper, drawing	928 12 11	9,286 7 4	4,178 14 6	13,465 5 10
Do. writing	2,399 8 4	23,994 2 8	10,797 6 0	34,791 8 8
Do. printing, coloured	14 19 6	149 12 0	67 6 2	217 2 2
Do. binding	395 9 1	3,954 8 8	1,779 8 9	5,734 1 5
Do. press-copying	167 15 5	1,677 11 4	754 15 6	2,432 10 10
Do. other kinds	133 2 1	1,331 0 8	598 15 6	1,930 0 2
Parchment	738 10 0	7,385 0 0	3,323 4 0	10,708 4 0
Envelopes	369 4 11	3,692 7 4	1,661 9 8	5,354 1 0
Drawing materials	2,190 13 4	21,906 10 8	9,858 0 0	31,764 10 8
Water-colours	271 5 6	2,712 12 0	1,220 11 10	3,933 7 10
Writing materials	2,594 15 7	25,947 12 8	11,676 8 1	37,624 4 9
Miscellaneous articles	1,291 18 4	12,919 2 8	5,813 10 0	18,732 12 8
Binding materials	2,564 5 1	25,642 8 8	11,539 2 4	37,181 11 0
Blank books	127 19 4	1,279 10 8	575 13 7	1,855 8 3
Press-copying materials	284 12 1	2,846 0 8	1,280 11 6	4,126 12 2
Total ...	14,472 11 6	1,44,725 12 0	65,126 9 5	2,09,852 5 5

TABULAR STATEMENT II.

Value of Country Papers received from the several Mills during 1891-92.

DESCRIPTION.	Bally.	Titaghur.	Bengal.	Lucknow.	Scindia.	Total.
	Rs. A. P.	Rs. A. P.	Rs. A. P.	Rs. A. P.	Rs. A. P.	Rs. A. P.
White printing	1,60,577 1 10	1,51,848 15 4	1,03,438 8 0	43,264 10 4	51,302 9 7	5,10,431 13 1
Coloured do.	20,483 9 9	16,176 4 6	5,246 10 9	5,764 4 7	3,375 13 10	51,046 11 5
Buff or half-bleached	1,02,519 9 9	1,30,637 13 1	1,01,824 7 0	78,393 4 0	34,540 14 2	4,47,916 0 0
White cartridge	8,150 2 0	14,655 7 6	13,611 6 6	2,396 1 0	17,733 5 4	56,546 6 4
Yellow-wove cartridge ...	343 2 0	528 4 0	.....	.....	.....	871 6 0
Half-bleached do.	3,594 1 3	1,363 13 3	1,914 11 0	945 5 0	.....	7,817 14 6
Brown do.	10,065 6 8	27,935 14 6	645 5 0	6,219 5 7	14,994 3 6	59,860 3 3
Do. cartridge, glazed ...	4,599 6 0	16,409 2 6	.....	.....	4,983 1 2	25,991 9 8
Blotting	3,878 0 0	3,626 4 0	4,182 8 0	850 0 0	.....	12,536 12 0
Cream-wove	99,021 6 2	1,33,445 7 10	8,189 4 2	26,428 12 10	313 8 8	2,67,398 7 8
Azure-laid	45,748 2 0	51,501 9 0	.....	1,530 12 6	1,487 1 9	1,00,267 9 3
Water-marked	.....	1,21,219 14 0	.....	.....	.....	1,21,219 14 0
Total ...	4,58,979 15 5	6,69,348 13 6	2,39,052 12 5	1,65,792 7 10	1,28,730 10 0	16,61,904 11 2

TABULAR STATEMENT III.

Value of Country-made miscellaneous articles purchased locally during 1891-92.

Description.	Value.
	Rs. A. P.
Water-colors	1,595 5 4
Writing materials	11,679 7 4
Printing „	511 12 0
Miscellaneous articles ...	29,747 3 8
Binding materials ...	59,001 14 0
Press-copying materials ...	20 13 3
Total ...	1,02,556 7 7

TABULAR STATEMENT IV.

Value of English Stores purchased locally during 1891-92.

Description.	Value.	
	Rs. A. P.	
Paper, writing	2,181 5 11	
„ printing	7,964 15 0	Of this, Rs. 7,774 for printing royal 32lb.
„ other kinds ...	22 0 0	
Parchment	1 8 0	
Envelopes	672 15 7	
Writing materials	1,925 1 0	
Printing „	0 12 0	
Miscellaneous articles ...	280 11 11	
Binding materials ...	12,817 5 4	Of this Rs. 11,877 for nainsook cloth.
Blank books ...	14 0 0	
Press-copying materials ...	354 15 2	
Total ...	26,235 9 11	

APPENDIX A.

Comparative Statement showing the distribution on account of cost of stationery claimed from each Local Government and Administration in detail of Departments under them during the years 1890-91 *and* 1891-92.

Number.	Departments.	Bengal.		North-Western Provinces and Oudh.		Punjab.		Assam.		Central Provinces.		Burmah.		Upper Burmah.	
		In 1890-91.	In 1891-92.	In 1890-91.	In 1891-92.	In 1890-91.	In 1891-92.	In 1890-91.	In 1891-92.	In 1890-91.	In 1891-92.	In 1890-91.	In 1891-92.	In 1890-91.	In 1891-92.
		Rs. A.	Rs. A.	Rs. A.	Rs. A.	Rs. A.	Rs. A.	Rs. A.	Rs. A.	Rs. A.	Rs. A.	Rs. A.	Rs. A.	Rs. A.	Rs. A.
1	Revenue	21,724 4	22,470 8	9,294 0	9,725 5	7,427 3	16,304 13	4,549 2	4,731 11	64 2	42 2	11,067 6	9,040 8	6,936 7	5,090 9
2	Forest	1,139 8	890 10	1,721 4	1,712 5	1,595 4	7 7	879 0	725 14	298 11	...	589 1	691 9	639 2	644 8
3	Customs	3,884 12	2,910 3	...	...	...	...	...	...	...	...	174 9	45 11	...	...
4	Opium	1,820 2	1,583 1	...	...	...	...	...	...	...	...	...	...	...	...
5	Administration	10,773 5	10,844 8	6,030 0	5,191 14	8,632 12	9,819 2	2,270 7	2,646 3	3,390 0	8,502 2	5,000 15	4,732 5	433 4	442 12
6	Law and Justice	21,393 14	17,717 0	5,649 6	7,818 2	3,970 9	5,275 0	157 14	180 10	...	...	421 14	535 9	252 5	89 13
7	Jail	1,449 14	1,180 8	523 5	555 4	324 3	671 9	365 8	351 6	...	...	479 4	408 4	340 1	268 12
8	Minor Departments	2,693 9	2,742 15	280 15	336 0	97 15	67 2	33 12	55 0	...	...	...	...	...	...
9	Police	789 2	787 6	2,429 4	2,458 4	437 1	1,773 1	736 1	681 9	...	...	3,870 8	2,927 2	6,393 0	4,072 12
10	Marine	433 8	372 1	...	...	...	...	...	...	...	...	190 10	73 0	86 6	358 8
11	Education	3,163 4	3,288 0	860 5	915 2	1,226 8	975 15	388 14	595 1	130 11	0 3	564 0	324 4	...	...
12	Public Works Department (Ordinary)	4,159 11	6,127 5	4,879 0	4,674 6	2,308 8	3,836 2	1,384 11	1,741 14	1,841 7	1,607 7	2,053 2	2,739 14	1,714 5	2,949 2
13	Public Works Department (Irrigation)	4,123 12	3,694 13	1,890 6	2,344 6	7,084 6	4,475 12	...	...	...	...	...	...	176 10	739 0
14	Stationery and Printing ...	3,62,937 5	5,94,757 3	1,43,872 11	1,35,911 14	37,799 0	37,204 0	3,710 9	5,354 10	437 4	395 0	1,06,266 15	1,14,960 10	...	...
15	Registration	4,214 5	4,278 0	28 11	53 11	141 8	...	345 7	341 11	...	...	...	...	...	...
16	Ecclesiastical	51 4	73 1	...	...	17 3	20 9	...	...	...	...	13 7	44 9	...	...
17	Wards'	972 0	722 13	...	...	...	...	...	...	...	...	...	...	...	...
18	Vernacular Department ...	7,872 13	9,262 2	49 7	120 9	1 1	...	2,513 7	2,523 9	...	...	...	...	...	...
19	Joint Public Works and Road Cess	730 14	829 14	...	...	...	...	...	...	...	...	...	...	...	...
20	Medical	2,048 1	2,059 11	789 10	756 8	726 11	491 10	113 13	31 12	4 4	...	478 0	136 3	548 11	168 12
21	Local Boards	...	...	1,298 9	1,216 5	...	...	...	20 14	...	...	...	...	...	...
22	District Council	...	...	...	...	...	...	...	...	...	47 3	...	...	...	...
23	Local Funds	...	...	...	...	...	...	...	...	...	...	...	95 15	...	...
24	Postal Department	...	2,508 0	...	2,079 9	...	1,822 11	...	153 1	...	...	...	910 0	...	...
	Total ...	4,56,374 3	6,89,099 10	1,79,596 13	1,75,899 8	71,789 12	82,744 13	17,448 9	20,134 13	6,166 7	10,594 1	1,31,169 11	1,37,665 7	17,520 3	14,854 8
25	Water-marked paper for Court-fee stamps	1,11,855 7	89,961 0	...	...	46,372 8	28,356 4	6,539 4	5,479 8	8,370 0	3,919 8	...	...	...	...
	Grand Total ...	5,68,229 10	7,79,060 10	1,79,596 13	1,75,899 8	1,18,162 4	1,11,101 1	23,987 13	25,614 5	14,536 7	14,513 9	1,31,169 11	1,37,665 7	17,520 3	14,854 8

APPENDIX B.

PART I.

List of New Officers in 1891-92.

INDIA.

1.	Revenue Commissioner, Baluchistan	Quetta.
2.	Deputy Commissioner, Thalchotiali	Harnai.
3.	Assistant Political Agent, Loralai, for Police Office ...	Do.
4.	Extra Assistant Commissioner of Duki...	Loralai.
5.	Executive Engineer, Zhob Division	Fort Sandeman.
6.	Officer in charge of the Records of the Government of India ...	Calcutta.
7.	Reporter on Economic Products to the Government of India ...	Do.
8.	Deputy Superintendent, in charge Aden Survey Party ...	Aden.
9.	Deputy Consulting Engineer for Railways, Central Division ...	Jhansi.

BENGAL.

10.	Settlement Officer, Orissa Division	Cuttack.
11.	Assistant Settlement Officer, Karmala	Puri District.
12.	Settlement Officer, D. S. Estate	Doulatkhan, Backergunge District.
13.	Superintendent, South Lushai Hills	Lungleh.
14.	Superintendent of Vaccination, Darjeeling Circle, for Animal Vaccination Depôt	Darjeeling.
15.	Superintendent of Jail	Dumka.
16.	Agricultural Officer	Berhampore.
17.	Executive Engineer, Khatmandu Residency Works ...	Khatmandu.
18.	Secretary, Pauperism Committee	Calcutta.

NORTH-WESTERN PROVINCES AND OUDH.

19.	Commissioner of Gorakpur Division	Gorakpur.
20.	District and Sessions Judge	Gonda.
21.	Ditto ditto	Hardoi.
22.	Ditto ditto	Jhansi.
23.	Executive Engineer, Gorakpur Provincial Division... ...	Gorakpur.
24.	Ditto Naini Tal Division	Naini Tal.
25.	Settlement Officer	Etah.
26.	District Superintendent of Police, Kumaun	Garhwal.
27.	Officer in charge of the Bundelkhand Forest Division ...	Jhansi.
28.	Inspector of Schools, 4th Circle	Bareilly.
29.	Head-Master, High School	Almora.
30.	Superintendent, Sansia Reformatory School	Fatehgarh.
31.	Governor, Sansia Settlement	Sultanpur.

PUNJAB.

32.	Executive Engineer, Amritsar Provincial Division	Amritsar.
33.	Additional Inspector of Schools, Derajat Circle	Mooltan.
34.	Head-Master, Normal School	Do.
35.	Assistant District Superintendent of Police, for Police Training School	Phillour.
36.	Colonization Officer, Chenab Canal	Gujranwala.

ASSAM.

37.	Superintendent of Works, Nichuguard-Manipur Road ...	Kohima.
38.	Executive Engineer, No. 1, Nichuguard-Manipur Road ...	Do.
39.	Deputy Postmaster-General, Assam, for Assistant Superintendent, Assam Steamer service.	Dhubri.

BURMA.

40.	Deputy Commissioner for Survey School	Mandalay.
41.	Settlement Officer, Amherst District	Moulmein.
42.	Officer in charge Lower Burma Field to Field Survey, for the Traverse Section	Rangoon.
43.	Officer in charge Lower Burma Field to Field Survey, for Cadastral Section	Do.
44.	Additional Sessions Judge, Pegu and Irrawady Divisions ...	Tharrawaddy.

45.	Executive Engineer, Upper Chindwin Division	... ...	Kindat.
46.	Ditto Special Irrigation Works	... ...	Mandalay.
47.	Ditto Northern Chin Hills Division	...	Thayetmyo.
48.	Ditto Southern Ditto	... ...	Ditto.
49.	Ditto Wuntho Division	... ...	Wuntho.
50.	Superintendent, Burma Military Police Detachment	...	Kidderpore.
51.	Assistant Commandant, Northern Shan States Levy	...	Lashio.

MILITARY.

52.	Executive Engineer, Special Defence Division	... ...	Rawalpindi.
53.	Ditto Rawalpindi Ditto	... ...	Thandi Bhir, Attock.
54.	Transport Officer, for the Rest Camp	... ...	Meean Meer West.
55.	Officer in medical charge, General Cantonment Hospital	...	Jabalpur.

STATE RAILWAYS.

56.	Engineer-in-Chief, Bina-Guna Railway	... ...	Naini Tal.
57.	Ditto Kalka-Simla Ditto	... ...	Kalka.
58.	Ditto Bengal-Assam Railway	... ...	Gauhati.
59.	Ditto Kawalpur Division, Mari-Attock Railway	...	Campbellpore.
60.	Examiner, Public Works and Railway Accounts, for nine offices of the Mushkaf Valley Railway under construction	...	Quetta.
61.	Government Examiner of Accounts, Bengal, North-Western and Tirhoot Railways	...	Gorakpur.
62.	Government Examiner, Rohilkhand-Kumaon Railway	...	Bareilly.

BENGAL.

On payment.

63.	Chairman of the Muhammadan Burial Board	... ...	Calcutta.

APPENDIX B.

PART II.

List of Officers under the Education Department in Bengal who used to draw their supplies from the offices of the District Magistrates or Inspectors of Schools, but are now supplied direct from the Stationery Office since 1891-92.

1.	Deputy Inspector of Schools,		24-Parganas, Alipore.
2.	Ditto	ditto,	Murshidabad, Berhampore.
3.	Ditto	ditto,	Calcutta.
4.	Ditto	ditto,	Jessore.
5.	Ditto	ditto,	Khulna.
6.	Ditto	ditto,	Nadia, Krishnagar.
7.	Ditto	ditto,	Singhbhum, Chaibassa.
8.	Ditto	ditto,	Hazáribágh.
9.	Ditto	ditto,	Manbhum, Purulia.
10.	Ditto	ditto,	Lohardaga, Ranchi.
11.	Ditto	ditto,	Backergunge, Barisal.
12.	Ditto	ditto,	Dacca.
13.	Ditto	ditto,	Faridpur.
14.	Ditto	ditto,	Mymensingh.
15.	Ditto	ditto,	Bankura.
16.	Ditto	ditto,	Burdwan.
17.	Ditto	ditto,	Hooghly.
18.	Ditto	ditto,	Howrah.
19.	Ditto	ditto,	Midnapore.
20.	Ditto	ditto,	Birbhum, Suri.
21.	Ditto	ditto,	Shahabad, Arrah.
22.	Ditto	ditto,	Patna, Bankipore.
23.	Ditto	ditto,	Saran, Chapra.
24.	Ditto	ditto,	Darbhanga.
25.	Ditto	ditto,	Gaya.
26.	Ditto	ditto,	Champaran, Motihari.
27.	Ditto	ditto,	Muzaffarpur.
28.	Ditto	ditto,	Bhágalpur.
29.	Ditto	ditto,	Sonthal Parganas, Dumka.
30.	Ditto	ditto,	Malda.
31.	Ditto	ditto,	Monghyr.

32.	Deputy Inspector of Schools,		Purnea.
33.	Ditto	ditto,	Balasore.
34.	Ditto	ditto,	Cuttack.
35.	Ditto	ditto,	Puri.
36.	Ditto	ditto,	Bogra.
37.	Ditto	ditto,	Dinajpur.
38.	Ditto	ditto,	Jalpaiguri.
39.	Ditto	ditto,	Pabna.
40.	Ditto	ditto,	Rajshahi, Rampur Boalia.
41.	Ditto	ditto,	Rangpur.
42.	Ditto	ditto,	Chittágong.
43.	Ditto	ditto,	Tippera, Comillah.
44.	Ditto	ditto,	Noakhali.
45.	Lady Superintendent, Bethune College, Calcutta.		

APPENDIX B.

Part III.

List of offices abolished or ceased to indent on the Stationery Office during 1891-92.

India.

1.	Archæological Surveyor, Bengal	Chogdah.
2.	Officer Commanding Kubo Valley Police Battalion	Cachar.
3.	Executive Engineer, Quetta Water-Works Division ...	Quetta.
4.	Examiner, Railway Mail Service	Calcutta.

Bengal.

5.	Principal, Berhampore College	Berhampore.
6.	Head Master of College	Midnapore.
7.	Assistant Conservator of Forests	Hazáribágh.
8.	Ditto ditto Darjeeling Sub-division ...	Darjeeling.
9.	Ditto ditto Jalpaiguri Sub-division ...	Jalpaiguri.
10.	Judge, Small Cause Court	Krishnagar.
11.	Ditto	Chuadanga.
12.	Ditto	Kushtia.
13.	Ditto	Meherpur.
14.	Ditto	Ranaghat.
15.	Ditto	Bangaon.
16.	Ditto	Jhenidah.
17.	Ditto	Magura.
18.	Ditto	Narail.
19.	Ditto	Bhágalpur.
20.	Commander of Pilot Vessel "*Coleroon*"	Calcutta.

North-Western Provinces and Oudh.

31.	Settlement Officer	Jaunpur.
22.	Ditto	Jaloun.
23.	Commissioner, Sitapur Division, Oudh	Sitapur.
24.	Ditto Rae Bareli Division, Oudh	Rae Bareli.

Punjab.

25.	Head Master, District School	Rohan.

Burma.

26.	Political Officer	Fort White.
27.	Deputy Conservator of Forests Upper Chindwin Division ...	Kindat.
28.	Ditto Katha Division	Katha.
29.	Executive Engineer, Special Defence	Rangoon.
30.	Ditto Garrison Division	Mandalay.
31.	Commandant, Military Police Battalion...	Shwebo.
32.	Ditto ditto	Sagaing.
33.	Ditto ditto	Kyaukse.
34.	Ditto ditto	Myingyan.
35.	Ditto ditto	Minbu.
36.	Ditto ditto	Meiktila.
37.	Ditto ditto	Pyinmana.
38.	Ditto Reserve Battalion	Ditto.
39.	Ditto Shan Levy	Fort Stedman.
40.	Ditto Chin Levy	Gangaw, through Pakoku.
41.	Assistant Commandant, Shan Levy	Lashio, through Maymyo.
42.	Assistant Commandant, Chin Levy	Kalemyo.
43.	Civil Surgeon, Kubo Valley	Tamu, through Kindat.
44.	Ditto	Mingin.
45.	Superintendent, General Hospital	Rangoon.

State Railway.

46.	Engineer-in-Chief, Mogulserai-Howrah Railway Survey ...	Gaya.

APPENDIX C.

Statement showing the value of the issues according to the different kinds of articles supplied by the Stationery Office in the two years 1890-91 *and* 1891-92.

No.	Description of Articles.	1890-91.	1891-92.	Increase.	Decrease.
		Rs.	Rs.	Rs.	Rs.
1	Paper, drawing	19,853	16,846	...	3,007
2	„ writing	3,70,067	5,29,524	1,59,457	...
3	„ printing	9,32,236	9,99,303	67,067	...
4	„ coloured	33,423	52,826	19,403	...
5	„ lithographed ...	4,733	3,671	...	1,062
6	„ water-marked of all kinds	1,75,657	1,29,604	...	46,053
7	Paper, blotting	14,076	12,829	...	1,247
8	„ marble	3,653	2,393	...	1,260
9	„ carbonic, papyrographic and other kinds ...	1,07,286	90,899	...	16,387
10	Blank books	50,643	35,283	...	15,360
11	Drawing materials ...	16,070	14,917	...	1,153
12	Cloth, tracing	25,056	28,395	3,339	...
13	„ waxed	19,108	17,753	...	1,355
14	„ binding	17,044	22,166	5,122	...
15	„ long and nainsook ...	7,122	14,665	7,543	...
16	Hones and strops ...	1,229	1,135	...	94
17	Ink bottles and stands ...	3,023	3,295	272	...
18	„ powder and fluid ...	15,470	14,263	...	1,207
19	„ printing	759	552	...	207
20	Parchment	9,297	12,525	3,228	...
21	Paste, mill, and straw boards	43,142	52,195	9,053	...
22	Pen-knives	3,378	3,539	161	...
23	Erasers	2,252	2,423	171	...
24	Pencils	11,546	7,417	...	4,129
25	Pens, quill	18,764	18,001	...	763
26	„ steel	24,600	18,536	...	6,064
27	Rubbers	2,319	2,280	...	39
28	Slates	194	159	...	35
29	Sponges	1,620	1,163	...	457
30	Scissors	1,585	1,984	399	...
31	Sealing wax	5,425	4,560	...	865
32	Tape, twine and thread ...	14,044	11,978	...	2,066
33	Ribbons	593	441	...	152
34	Vellum	229	270	50	...
35	Wafers	...	1	1	...
36	Rulers	1,384	1,281	...	103
37	Leather	44,004	53,364	9,360	...
38	Paper-cutters	444	658	214	...
39	„ weights	675	733	58	...
40	Needles and pins ...	2,133	2,133	...	...
41	Envelopes	21,955	18,481	...	3,474
42	Other articles	17,162	13,424	...	3,738
	Total issue ...	20,43,244	22,17,865	2,84,898	1,10,277
	Add the value of other adjustment	28,365*	49,265	20 900	...
	Grand total ...	20,71,609*	22,67,130	3,05,798	1,10,277
	Difference between increase and decrease	1,95,521	...	...	1,95,521
		22,67,130	.....	.....	3,05,798

APPENDIX D.

Presses.	Hand-made paper.				Machine-made paper.								Half-bleached printing paper.				White printing.			
					Blue-laid and blue-wove paper.				Cream-wove paper.											
	1890-91.		1891-92.		1890-91.		1891-92.		1890-91.		1891-92.		1890-91.		1891-92.		1890-91.		1891-92.	
	Reams.	Rs.	Reams.	Rs.	Reams.	Rs.	Reams.	Rs.	Reams.	Rs.	Reams.	Rs.	Reams.	Rs.	Reams.	Rs.	Reams.	Rs.	Reams.	Rs.
Government of India	198	3,331	348	5,532	1,094	11,317	1,151	11,350	18,044	1,11,133	23,840	1,54,865	13,414	53,031	13,286	51,294	38,956	1,97,062	41,703	2,06,497
,, of Bengal	1,992	36,255	2,558	46,662	1,570	16,712	8,757	94,544	2,077	11,998	3,216	24,213	29,368	1,50,026	32,610	1,74,440	18,939	87,700	29,392	1,40,504
,, of ,, or Census	...	...	...	...	...	...	...	...	...	...	...	...	6,447	80,093	2,233	26,458	29	152	328	3,331
,, of North-Western Provinces and Oudh	371	7,496	66	2,083	100	725	100	725	2,523	17,255	2,649	18,128	14,897	52,715	19,419	72,770	7,132	31,308	4,924	24,045
Government of Punjab	120	1,110	115	1,115	332	1,934	427	2,359	1,260	4,118	1,356	4,406	440	1,733	419	1,574	4,480	20,873	4,998	21,338
,, of Assam	...	...	...	...	...	...	5	28	25	150	30	195	270	1,160	400	1,706	347	1,853	480	2,420
,, of Burmah	...	...	...	...	...	...	...	...	235	646	278	1,066	2,970	13,037	7,565	29,141	15,683	69,812	14,390	62,447
Postal Press, Aligarh	...	...	...	...	...	...	...	...	1,008	5,767	957	5,524	3,126	16,335	6,600	33,100	4,883	33,925	4,150	28,038
Total ...	2,681	48,192	3,087	55,412	3,096	30,688	10,440	1,09,006	25,172	1,51,067	32,326	2,08,397	70,932	3,68,130	82,532	3,90,483	90,449	4,42,685	1,00,367	4,88,620

APPENDIX E.

Statement showing the value of country papers purchased locally during 1890-91 *and* 1891-92.

Description of heads.	Country paper.					
	1890-91.			1891-92.		
	Rs.	A.	P.	Rs.	A.	P.
Paper, White printing ...	4,95,258	3	4	5,10,431	13	1
„ Coloured ditto ...	23,496	4	3	51,046	11	5
„ Buff or half-bleached ...	3,96,555	5	0	4,47,916	0	0
„ White cartridge ...	57,030	12	6	56,546	6	4
„ Yellow-wove cartridge	4,340	5	0	871	6	0
„ Half-bleached ditto ...	2,871	13	9	7,817	14	6
„ Brown. ditto ...	75,165	9	7	59,860	3	3
„ Ditto glazed ditto ...	21,712	9	9	25,991	9	8
„ Blotting	13,470	0	0	12,536	12	0
„ Cream-wove ...	1,49,169	15	2	2,67,398	7	8
„ Azure laid	29,483	3	3	1,00,267	9	3
„ Water-marked ...	33,840	10	0	1,21,219	14	0
Total ...	13,02,394	11	7	16,61,904	11	2

APPENDIX F.

Comparative Statement of rates of country paper during 1890-91 *and* 1891-92.

Description of Paper.	Bally Mills.		Titaghur Mills.		Bengal Mills.		Lucknow Mills.		Scindia Mills.	
	Rate for 1890-91.	Rate for 1891-92.	Rate for 1890-91.	Rate for 1891-92.	Rate for 1890-91.	Rate for 1891-92.	Rate for 1890-91.	Rate for 1891-92.	Rate for 1890-91.	Rate for 1891-92.
	Per lb. As. P.	Per lb. As. P.	Per lb. As. P.	Per lb. As. P.	Per lb. As. P.	Per lb. As. P.	Per lb. As. P.	Per lb. As. P.	Per lb. As. P.	Per lb. As. P.
1. White printing or bleached ...	2 10	2 9	2 10	2 9	...	2 9	2 10	2 9	2 10	2 9
2. Buff or half-bleached	2 6	2 5	2 6	2 5	...	2 5	2 6	2 5	2 6	2 5
3. Coloured paper	3 5	3 3	3 5	3 3	...	3 3	3 4	3 3	3 5	3 3
4. White cartridge	3 4	3 3	3 4	3 3	...	3 3	3 3	3 3	3 4	3 3
5. Half-bleached cartridge ...	2 9	2 9	2 9	2 9	...	...	...	...	...	...
6. Ditto ditto glazed	2 9	2 9	2 9	2 9	...	...	...	...	...	...
7. Brown cartridge	1 9	1 9	1 9	1 9	...	...	1 9	1 9	1 9	1 9
8. Ditto glazed ...	2 2½	2 2	2 2½	2 2½	...	...	...	2 2	2 2½	2 2
9. Blotting paper	3 9	3 6	3 9	3 6	...	3 6	...	...	...	...
10. Cream-wove	3 7	3 7	3 7	3 7	...	...	3 6	...	3 7	...
11. Azure-laid	3 9	3 9	3 9	3 9	...	...	3 7	...	3 9	...
12. Yellow-wove	3 9	3 9	3 9	3 9	..	...	3 7	...	...	...

APPENDIX F.—PART II.

List of Contractors for 1891-92.

1	2	3	4	5	6	7	8
Names of Contractors.	Address.	Description of articles contracted for.	Quantity.	Rate.	Deposit.	Date of signing contracts.	Amount of contract.
				Rs. A. P.	Rs. A. P.		Rs. A. P.
Amrito Lal Roy	No. 35, Barrawaritola, Belliaghatta.	Blue-black ink powder ...	43,500 bundles, each yielding quart bottle of fluid.	0 14 0 per doz. bundle.	200 0 0	15th April 1891 ...	3,171 14 0
Kanye Lal Dey	No. 8, Hurro Lal Dass' Lane, Jora Bagan Street.	Ditto	Ditto ...	0 14 0 per doz. bundle.	160 0 0	5th May 1891 ...	3,171 14 0
David Waldie & Co. ...	No. 1, New China Bazar Street, Calcutta.	Black fluid ink registration	2,400 quart bottles	2 12 0 „ ...	100 0 0	30th April „ ...	550 0 0
		Black copying ink ...	700 „ ...	5 0 0 „ ...	...	...	291 10 8
		Ink, black, condensed, in stone bottles yielding a quart of fluid ink.	600 bottles ...	2 10 0 „ ...	...	...	131 4 0
		Ink, blue-black, condensed, in stone bottles yielding a quart of fluid ink.	400 „ ...	3 8 0 „ ...	...	...	116 10 8
Sen Brothers	No. 23, Lansdowne Row, Bhawánipur.	Black ink fluid	6,500 quart bottles	1 12 0 „ ...	57 0 0	22nd April 1891 ...	947 14 8
		Red ink fluid	650 „ ...	3 12 0 „ ...	...	...	203 2 0
Bhootnath Banerjee ...	North Baranagore	Black ink fluid	6,500 „ ...	1 12 0 „ ...	57 0 0	24th April 1891 ...	947 14 8
		Red ink fluid	650 „ ...	3 12 0 „ ...	...	...	203 2 0
Bhola Nath Mitter ...	No. 32, Harituky Bagan Lane.	Wax-cloth, 5 yards × 1 yard	19,000 pieces ...	0 13 0 per piece	751 0 0	16th April 1891 ...	15,457 8 0
		Gum Arabic	7,300 lbs. ...	29 0 0 per maund	...	...	2,581 0 0
		Ink glasses with pewter tops	11,000 No. ...	1 5 0 per doz....	...	...	1,203 2 0
Basack & Co.	No. 106, Manicktollah Road	Paste boards, royal size, white.	110,000 pieces ...	0 9 0 „ ...	300 0 0	17th April 1891 ...	5,156 4 0
Avetoom Brothers ...	No. 32, Ezra Street ...	Red sealing-wax	146 maunds ...	36 8 0 per maund	200 0 0	21st „ „ ...	5,329 0 0
Alahibux Patwar ...	No. 6, Radha Bazar Lane	Cotton thread in skeins of one tolah each.	30 „ ...	1 5 6 per seer ...	100 0 0	21st „ „ ...	1,612 8 0
Deno Nath Dass & Co. ...	No. 134, Upper Circular Road.	Uncolored sheep leather—					
		No. 1, 36″ × 22″	19,500 pieces ...	0 10 0 each ...	1,000 0 0	23rd „ „ ...	12,187 8 0
		No. 2, smaller	11,500 „ ...	0 8 0 „ ...	...	...	5,750 0 0
		Colored sheep leather—					
		No. 1, 36″ × 22″	1,500 „ ...	0 11 0 „ ...	...	...	1,031 4 0
		No. 2, smaller	1,000 „ ...	0 9 0 „ ...	...	...	562 8 0
Mahomed Hanoof Meah, Proprietor, Curriah Tannery.	No. 8, Tilizillah Road ...	Uncolored sheep leather—					
		No. 1, 36″ × 22″	19,500 „ ...	0 10 0 „ ...	1,000 0 0	...	12,187 8 0
		No. 2, smaller	11,500 „ ...	0 8 0 „ ...	...	...	5,750 0 0
		Colored sheep leather—					
		No. 1, 36″ × 22″	1,500 „ ...	0 11 0 „ ...	...	...	1,031 4 0
		No. 2, smaller	1,000 „ ...	0 9 0 „ ...	...	...	562 8 0
Nibarun Chunder Dass & Co.	No. 16, Bhawánipur, Sankaripara.	Lead paper-weights weighing 12 oz. each.	6,000 No. ...	1 4 0 per doz. ...	31 0 0	22nd April 1891 ...	625 0 0
Monmotho Nath Mookerjee & Co.	No. 31, Scott's Lane, Calcutta.	Tags, silk	118,000 „ ...	6 13 0 per 1,000	50 0 0	24th „ „ ..	803 14 0
Bhoobun Chunder Ghose	No. 50, Strand Road ...	Corba cloth, 2 yards × 32 inches.	3,000 pieces ...	18 8 0 per 100 ...	26 0 0	22nd „ „ ...	555 0 0
Gora Chand Mullick & Sons.	No. 35 Tara Chand Dutt's Street.	Silk thread in skeins of one tolah each.	3 maunds ...	8 8 0 per seer ...	51 0 0	4th May „ ...	11,020 0 0
Purnu Chunder Chatterjee.	No. 187, Durmahatta Street, Nimtolla.	Wooden inkstands, double	3,000 No. ...	0 2 6 each ...	25 0 0	29th April „ ...	468 12 0
Messrs. George Henderson & Co., Agents, Bally Paper Mills Co., Ld.	Calcutta	Paper as per schedule ...	640 tons ...	As per schedule ...	9,000 0 0	20th „ „ ...	2,21,025 0 0
Messrs. F. W. Heilgers & Co., Agents, Titagurh Paper Mills Co., Ld.	Ditto	Ditto ditto ...	640 „ ...	Ditto ...	10,000 0 0	20th „ „ ...	2,21,025 0 0
Messrs. Balmer Laurie & Co., Agents, Bengal Paper Mills Co., Ld.	Ditto	Ditto ditto ...	461 „ ...	Ditto ...	8,000 0 0	18th „ „ ...	1,78,861 10 8
Messrs. Finlay Muir & Co., Agents, Scindia Paper Mills Co., Ld.	Ditto	Ditto ditto ...	421½ „ ...	Ditto ...	1,500 0 0	7th May „ ...	1,51,467 12 5
General Manager, Upper India Couper Mills Co., Ld.	Lucknow	Ditto ditto ...	248 „ ...	Ditto ...	4,000 0 0	6th „ „ ...	89,034 3 4
Golam Ali	No. 29, Baniapookur ...	Leather, calf, uncolored ...	1,000 pieces ...	3 0 0 per piece	150 0 0	22nd April „ ...	3,000 0 0
Messrs. Akhil Chunder Banerjee & Co.	No. 34, Pudmopookur Street, Kidderpore.	Packing cases	.....	As per schedule ...	1,000 0 0	22nd „ „ ...	15,900 0 0
Shaik Bhagal Sirdar ...	No. 34, Emambagh Lane, Gomegurh, Calcutta.	Cooly labour	.....	.....	500 0 0	15th „ „ ...	6,400 0 0
Anundo Chunder Dass ...	No. 44, Soorie Tank Path Lane.	Round ruler, 24 inches „	300 No. ...	0 10 0 each ...	10 0 0	17th „ „ ...	187 8 0

APPENDIX G.

Statement showing the number of Rubber Stamps and quantity of Stamping inks, &c., and their value, supplied during 1891-92.

Number of Indents.		Number of Stamps, &c., supplied.			Value.
		Stamps.	Inks.	Pads.	
			Oz.		Rs. A. P.
Government of India	240	937	1,528	89	3,337 13 6
Government of Bengal ...	355	706	2,175	117	3,359 7 0
Assam	27	46	330	2	253 5 0
Burma	48	89	667	10	552 11 0
North-Western Provinces and Oudh .	113	350	1,049	21	1,539 8 0
Punjab	108	391	2,397	4	2,067 10 0
Central Provinces	68	115	1,066	15	732 11 0
Total ...	959	2,634	9,212	258	11,843 1 6

APPENDIX H.

List showing the number of items and of new and revised forms in each section during the year 1891-92.

	Department.	Number of items in each section.	Number of new forms added to each list.	Number of items revised.
1.	High Court, Civil Miscellaneous ...	475	127	13
2.	Ditto, Criminal	509	78	3
3.	Bengal District Jail	168	14	1
4.	Ditto Sub-Jail	56	...	...
5.	Bengal Police	241	10	5
6.	Bengal Government, Executive... ...	285	4	7
7.	General use, Miscellaneous	21	...	...
8.	Emigration, (Colonial)	84	...	1
9.	Ditto, (Inland)	66	...	...
10.	Road Cess	155	3	...
11.	Do. Fund	17	...	...
12.	Assam Revenue	388	16	6
13.	Do. Income-tax	28	...	3
14.	Do. Executive	265	54	7
15.	Do. Emigration	63	...	1
16.	Do. Police	214	1	...
17.	Do. District Jail...	173	1	1
18.	Do. Lock-up	111	31	...
19.	Do. Public Works Correspondence ...	34	...	...
20.	Do. Chief Engineer	75	40	...
21.	Do. Registration	104	8	1
22.	Do. Education	101	2	1
23.	Do. Medical	33	1	...
24.	Do. Account and Treasury	135	2	2
25.	Do. Births and Deaths Registration ...	18	4	...
26.	Board of Revenue	1,345	8	22
27.	Legal Remembrancer (Civil Suit) ...	13	...	...
28.	Bengal Income-tax	149	2	1
29.	Sonthal Parganas forms	80	...	...
30.	Forest Department, Bengal	133	12	2
31.	Ditto, Assam	49	1	...
32.	Public Instruction	147	...	...
33.	Ecclesiastical (five sets, Appendices 7A to 7E)	70	...	...
34.	Registration	171	...	6
35.	Muhammadan Marriage Registration ...	19	...	...
36.	Brahmo Marriage	11	...	..
37.	Toll	34	...	1
38.	Canal	10	...	...
39.	Calcutta Customs	251	12	...
40.	Outports „	120	2	...
41.	Accountant-General, Bengal	301	1	11
42.	Public Works Correspondence	55	10	...
43.	Superintending Engineer	26	...	...
44.	Irrigation	47	...	2
45.	Ditto, Revenue	24	...	19
46.	Local Works	15	...	...
47.	Bengal Civil Medical	52	8	6
48.	Lunatic Asylum	17	...	...
49.	Sanitary	39	8	...
50.	Vaccination	97	11	2
51.	Stamps	24	...	1
52.	Calcutta and outport, Marine	85	...	1
53.	High Court, Civil Procedure	342	26	4
54.	Government of Bengal, Marine Department, (Surveys).	14	...	1
55.	Government of Bengal, Marine Department, (Petroleum).	18	...	...
56.	Small Cause Court	29	...	...
	Total ...	7,606	497	131

APPENDIX I.

Statement showing the number of Books, Forms, and Envelopes received and issued during 1891-92.

	Quantities received from the Press.					Quantities issued.				
	1	2	3	4	5	1	2	3	4	5
Month.	Books.	Books containing Forms.	Forms.	Envelopes.	Total.	Books.	Books containing Forms.	Forms.	Envelopes.	Total.
April 1891	8,960	677,929	4,530,446	116,388	5,324,763	8,571	455,171	6,055,520	56,872	6,567,563
May ,, ...	6,487	350,594	6,704,192	197,842	7,252,628	7,695	375,884	4,679,547	61,599	5,117,080
June ,, ...	6,266	526,357	7,829,526	161,855	8,517,738	9,830	489,550	3,156,587	118,345	3,764,482
July ,, ...	11,369	1,084,490	12,892,355	228,838	14,205,683	7,978	400,174	7,703,130	154,407	8,257,711
August ,, ...	1,989	183,741	6,548,955	338,082	7,070,778	4,033	203,297	10,456,092	76,615	10,736,004
September ,, ...	3,154	264,707	7,915,790	168,621	8,349,118	3,277	163,306	9,523,456	431,585	10,118,347
October ,, ...	5,463	593,794	7,159,506	107,535	7,860,835	4,244	214,959	4,630,413	231,280	5,076,652
November ,, ...	15,542	1,345,769	64,90,588	106,303	7,942,660	4,030	177,897	6,006,930	295,221	6,480,048
December ,, ...	11,164	460,695	3,703,394	29,752	4,193,841	22,616	1,140,291	4,178,741	98,859	5,417,891
January 1892	14,927	1,213,262	6,650,749	316,033	8,180,044	18,133	906,650	9,722,441	256,000	10,883,091
February ,, ...	26,555	1,213,940	7,992,192	387,226	9,593,358	6,526	326,300	5,605,410	156,250	6,087,960
March ,, ...	11,633	834,282	6,928,777	434,061	8,197,120	15,228	761,400	8,472,728	152,300	9,386,428
	1,23,509	8,749,560	85,346,470	2,592,536	96,688,566	112,156	5,614,879	80,190,995	2,089,333	87,895,207

APPENDIX K.

Statement showing the value of Service-books and saleable Forms issued in Bengal, and supplied to Assam and other Provinces during the year 1891-92.

Description of Forms.	1890-91.	1891-92.	Increase.	Decrease.
Revenue Forms.	Rs. A. P.	Rs. A. P.	Rs. A. P.	Rs. A. P.
Excise account forms and books ...	434 15 3	510 7 0	75 7 9	
Atrafi rowanah forms	2,589 8 0	2,740 4 0	150 12 0	
Application for information and copies	596 9 3	1,500 4 3	903 11 0	
Statement of accounts under Bengal Tenancy Act.	14 14 3	71 3 3	56 5 0	
Receipt for rent under Bengal Tenancy Act.	1,747 7 0	2,699 9 3	952 2 3	
High Court Forms.				
Application for information and copies and memorandum of appeal.	5,780 10 0	6,183 3 6	402 9 6	
Service-books	149 14 9	433 2 0	283 3 3	
Custom Forms.				
Shipping Bill forms	2 8 2	2 6 8	...	0 1 6
Executive Government of Bengal.				
Form of receipt for collection of Chuakidari Tax.	2,208 9 1	1,033 15 0	...	1,174 10 1
Miscellaneous.				
Assam: Registers kept by stamp vendors ...	21 12 0	54 13 0	33 1 0	
Assam: Value of service-books supplied ...	29 11 0	26 12 9	...	2 14 3
Assam: Value of saleable forms supplied ...	1,570 9 0	1,775 4 0	204 11 0	
Value of service-books supplied to treasuries under Comptroller of India Treasuries.	17 11 0	52 11 9	35 0 9	
Value of service-books supplied to other provinces.	.....	...	...	
Total ...	15,164 10 9	17,084 0 5	3,096 15 6	1,177 9 10

C. E. G. & M. E. D.—Reg. No. 2170J—120—12-8-92.

6881